



Board of Directors Meeting

Wednesday, November 24, 2021

Zoom/Board Room (Hybrid) – 3008 Fifth Avenue, Port Alberni, BC

1:30 pm

Regular Agenda

Watch the meeting live at <https://www.acrd.bc.ca/events/24-11-2021/>

Register to participate via Zoom Webinar at:

https://portalberni.zoom.us/webinar/register/WN_rL32kazcR0WfibtjbPopWSw

PAGE

1. **CALL TO ORDER**

Recognition of Territories.

Notice to attendees and delegates that this meeting is being recorded and livestreamed to YouTube on the Regional District Website.

The Chairperson welcomed Mr. Daniel Sailland, new Chief Administrative Officer for the Alberni-Clayoquot Regional District.

Introductions around the Board Table.

2. **APPROVAL OF AGENDA**

(motion to approve, including late items requires ALL VOTE 2/3 majority vote)

3. **DECLARATIONS**

(conflict of interest or gifts exceeding \$250 in value as per section 106 of the Local Government Act)

4. **ADOPTION OF MINUTES**

(ALL/UNWEIGHTED)

a. **Board of Directors Meeting – November 10, 2021**

7-16

THAT the minutes of the Board of Directors meeting held on November 10, 2021 be adopted.

b. **Alberni Valley Airport Advisory Committee Meeting – November 16, 2021**

17-18

THAT the minutes of the Alberni Valley Airport Advisory Committee meeting held on November 16, 2021 be adopted.

- c. **West Coast Committee Meeting – November 17, 2021** **19-21**

THAT the minutes of the West Coast Committee meeting held on November 17, 2021 be adopted.

5. **PETITIONS, DELEGATIONS & PRESENTATIONS (10 minute maximum)**

- a. **Lieutenant Colonel Dan Shaver, Canadian Armed Forces presenting Exercise Ready Renaissance 22.**
- b. **Sandy Mackay, M’akola Development Services, presentation on the West Coast Housing Need and Demand Study.**

6. **CORRESPONDENCE FOR ACTION**

7. **CORRESPONDENCE FOR INFORMATION**

(ALL/UNWEIGHTED)

- a. **ISLAND COASTAL ECONOMIC TRUST** **22-27**
Community Builder – Bruce Evans, Director Fanny Bay Harbour Authority
- b. **B.C. FERRY AUTHORITY** **28**
Thank you and confirmation there will be a follow up letter to the ACRD Board regarding questions asked of the Authority’s Delegation at the October 24th meeting

THAT the Board of Directors receive items a-b for information.

8. **REQUEST FOR DECISIONS & BYLAWS**

- a. **REQUEST FOR DECISION** **29**
Resolution – Signing Authority for Banking Purposes (ALL/UNWEIGHTED)
- i. *THAT the following Directors have signing authority:*
- *John Jack, Chairperson*
 - *John McNabb, Vice-Chairperson*
 - *Penny Cote, Director*
- ii. *THAT the following Staff members have signing authority:*
- *Daniel Sailland, Chief Administrative Officer*
 - *Teri Fong, CPA, CGA, Chief Financial Officer*

- Wendy Thomson, General Manager of Administrative Services

iii. THAT one of the above Directors are authorized to sign all Regional District banking documents with one of the above Staff members.

- b. **REQUEST FOR DECISION** **30-35**
ACHN Table of Partners – ACRD Representative Nomination
(ALL/UNWEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors nominate Director _____ to apply to the Alberni-Clayoquot Health Network Table of Partners for a two (2) year term commencing January 1, 2022.

- c. **REQUEST FOR DECISION** **36-37**
Lot 8, Plan VIP 25529, District Lot 469, Clayoquot Land District (238 Mavis Avenue)
(ALL/UNWEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors resolve to register a Notice on Title to Lot 8, Plan VIP25529, District Lot 469, Clayoquot Land District as per “Section 57 of the Community Charter”.

- d. **REQUEST FOR DECISION** **38-39**
Bamfield Volunteer fire Department – Mini-Pumper Fire Apparatus RFP
(ALL/WEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors award the contract to supply a Mini-Pumper Fire Apparatus, for the Bamfield Volunteer Fire Department, to Fort Garry Fire Trucks in the amount of \$328,090.00 plus taxes.

- e. **REQUEST FOR DECISION** **40-47**
Bylaw Enforcement Policy and Bylaw Enforcement Officer Designation
(ALL/UNWEIGHTED)

THAT the Board of Directors rescind the current ACRD Bylaw Enforcement Policy.

THAT the Board of Directors adopt the ACRD Bylaw Enforcement Policy.

THAT the Board of Directors designate Jason Kevis and Charity Hallberg Dodds as Bylaw Enforcement Officers.

- f. **REQUEST FOR DECISION** **48-51**
Campground and Development Issues at the Long Beach Airport
(PARTICIPANTS/WEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors support in principle long-term development planning for lands at the Long Beach Airport and direct staff to complete an assessment of resource needs and financial implications to support this objective as part of the 2022-2026 Financial Planning process.

9. PLANNING MATTERS

**9.1 ELECTORAL AREA DIRECTORS ONLY
(PARTICIPANTS/UNWEIGHTED)**

- a. **RD19010, FLEMING, DAY, DIROCCO, COATES, FRECHETTE, SHERWOOD, BEAUTY ISLAND, GREAT CENTRAL LAKE (SPROAT LAKE)** **52-67**
Rezoning Application – Public Hearing Report, Public Hearing Minutes and Bylaws P1405 and P1406

THAT the Board of Directors receive the public hearing report;

THAT the Board of Directors receive the public hearing minutes;

THAT Bylaw P1405, Sproat Lake Official Community Plan Amendment Bylaw be read a second time;

THAT Bylaw P1405, Sproat Lake Official Community Plan Amendment Bylaw be read a third time;

THAT Bylaw P1406, Regional District of Alberni-Clayoquot Zoning Text and Atlas Amendment Bylaw be read a second time;

THAT Bylaw P1406, Regional District of Alberni-Clayoquot Zoning Text and Atlas Amendment Bylaw be read a third time.

- b. **DVE21004, MALLON, 5637 TOMSWOOD ROAD (BEAVER CREEK)** **68-70**
Development Variance Permit Application – Memorandum and Permit

THAT the Board of Directors issue development variance permit DVE21004.

- c. **RF17010, ASPELL, 2996 HIGHMOOR ROAD (CHERRY CREEK)** **71-73**
Rezoning Application – Memorandum and Bylaw P1433

THAT Bylaw P1433, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be adopted.

- d. **TUP20005, HEATHER POWELL, 3133 ALBERNI HIGHWAY (CHERRY CREEK)** **74-91**

Temporary Use Application – Memorandum

THAT the Board of Directors confirm the 17 conditions listed below are a requirement for proceeding with TUP20005, as per the Board resolution from July 28, 2021, including limiting the campground to 22 campsites.

9.2 ALL DIRECTORS

(PARTICIPANTS/UNWEIGHTED)

- a. **LONG BEACH ELECTORAL AREA ‘C’ HOUSING NEEDS REPORT, AND WEST COAST HOUSING NEED AND DEMAND STUDY REGIONAL SUMMARY AND REPORT INTRODUCTION (ALL AREAS)** 92-95
Request for Decision
Housing Needs Report and Regional Summary – Uploaded separately to the [ACRD Website](#)

THAT the Board of Directors receive the Long Beach Electoral Area ‘C’ Housing Needs Report, and West Coast Housing Need and Demand Study Regional Summary and Report Introduction, as presented.

THAT the Board of Directors direct staff to publish the Long Beach Electoral Area ‘C’ Housing Needs Report, and West Coast Housing Need and Demand Study Regional Summary and Report Introduction, on the ACRD website for public access.

10. REPORTS

10.1 STAFF REPORTS

(ALL/UNWEIGHTED)

- a. **Meeting Schedule – December 2021** 96
b. **Building Report- October 2021** 97
c. **Monthly Agreement & Grant Delegation Report – November 19, 2021** 98

THAT the Board of Directors receives the Staff Reports a-c.

10.2 COMMITTEE REPORTS

10.3 MEMBER REPORTS

(ALL/UNWEIGHTED)

- a. 9-1-1 Corporation – J. McNabb
b. Vancouver Island Regional Library – P. Cote
c. Alberni Valley Chamber of Commerce – S. Minions
d. Air Quality Council, Port Alberni – D. Bodnar

- e. West Coast Aquatic Board – T. Stere
- f. Association of Vancouver Island & Coastal Communities – P. Cote
- g. Beaver Creek Water Advisory Committee – J. McNabb
- h. West Island Woodlands Advisory Group – J. Jack
- i. Agricultural Development Committee – T. Shannon
- j. Other Reports

THAT the Board of Directors receives the Member Reports.

11. UNFINISHED BUSINESS

12. LATE BUSINESS
(ALL/UNWEIGHTED)

13. QUESTION PERIOD

Questions/Comments from the public:

- Participating in Person in the Board Room
- Participating in the Zoom meeting
- Emailed to the ACRD at responses@acrd.bc.ca

14. ADJOURN
(ALL/UNWEIGHTED)

**Next Board of Directors Meeting: Wednesday, December 8, 2021, 1:30 pm
Regional District Board Room & Zoom (Hybrid)**



**MINUTES OF THE BOARD OF DIRECTORS MEETING
HELD ON WEDNESDAY, NOVEMBER 10, 2021 1:30 PM**
Hybrid - Zoom/Board Room, 3008 Fifth Avenue, Port Alberni, BC

DIRECTORS PRESENT: John Jack, Chairperson, Councillor, Huu-ay-aht First Nation
John McNabb, Vice-Chair, Director, Electoral Area "E" (Beaver Creek)
Bob Beckett, Director, Electoral Area "A" (Bamfield)
Sarah Rymer, Alternate Director, Electoral Area "B" (Beaufort)
Kel Roberts, Director, Electoral Area "C" (Long Beach)
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
Dianne Bodnar, Director, Electoral Area "F" (Cherry Creek)
Sharie Minions, Mayor, City of Port Alberni
Ron Paulson, Councillor, City of Port Alberni
Rachelle Cole, Councillor, District of Ucluelet
Tom Stere, Councillor, District of Tofino
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government
Kirsten Johnsen, Member of Council, Toquaht Nation

REGRETS: Tanya Shannon, Director, Electoral Area "B" (Beaufort)
Alan McCarthy, Member of Legislature, Yuułu?if?ath Government

STAFF PRESENT: Teri Fong, Acting Chief Administrative Officer
Tricia Bryant, Acting Chief Financial Officer
Mike Irg, General Manager of Development Services
Wendy Thomson, General Manager of Administrative Services
Charlie Starratt, Regional Fire Services Manager
Alex Dyer, Planning Manager
Amy Anaka, Planner
Janice Hill, Executive Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
www.acrd.bc.ca/events/10-11-2021/

1. CALL TO ORDER (Acting CAO)

The Acting CAO called the meeting to order at 1:30 pm.

The Acting CAO recognized this meeting is being held throughout the Nuu-chah-nulth territories.

The Acting CAO reported this meeting is being recorded and livestreamed to YouTube on the Regional District website.

Introductions were conducted around the Board Table.

2. ELECTIONS – CHAIR AND VICE-CHAIR

The General Manager of Administrative Services (GMAS) provided a brief overview of the election process for election of Chairperson and Vice-Chairperson of the Alberni-Clayoquot Regional District for 2021/2022.

a. ELECTION OF CHAIRPERSON – 2021/2022

The GMAS conducted elections for Chairperson of the Alberni-Clayoquot Regional District and Vice-Chairperson of the Alberni-Clayoquot Regional Hospital District for 2021/2022.

The GMAS declared Director Jack to the positions of Chairperson of the Alberni-Clayoquot Regional District and Vice-Chairperson of the Alberni-Clayoquot Regional Hospital District for 2021/2022.

b. ELECTION OF VICE-CHAIRPERSON FOR 2021/2022

The GMAS conducted elections for Vice-Chairperson of the Alberni-Clayoquot Regional District and Chairperson of the Alberni-Clayoquot Regional Hospital District for 2021/2022.

The GMAS declared Director McNabb to the positions of Vice-Chairperson of the Alberni-Clayoquot Regional District and Chairperson of the Alberni-Clayoquot Regional Hospital District for 2021/2022.

Director Jack assumed the Chair.

3. APPROVAL OF AGENDA

MOVED: Director Bodnar
SECONDED: Director McNabb

THAT the agenda be approved as circulated with the addition of the following late item under Section 13 Late Business – Joint Letter of Appreciation with Air Quality Council to the Ministry of Health and Ministry of Environment and Climate Change.

CARRIED

Director Cootes left the meeting at 1:39 pm.

4. DECLARATIONS

5. ADOPTION OF MINUTES

a. Board of Directors Meeting – October 27, 2021

MOVED: Director Roberts

SECONDED: Director Beckett

THAT the minutes of the Board of Directors meeting held on October 27, 2021 be adopted.

CARRIED

b. Electoral Area Directors Committee Meeting – November 3, 2021

MOVED: Director McNabb

SECONDED: Director Bodnar

THAT the minutes of the Electoral Area Directors Committee Meeting held on November 3, 2021 be adopted.

CARRIED

6. PETITIONS, DELEGATIONS & PRESENTATIONS

a. Inspector Eric Rochette, Officer in Charge, Port Alberni Detachment, RCMP regarding the Port Alberni RCMP Report for Q3 (July - September) 2021.

Inspector Rochette introduced the Department's new Operations Supervisor, S/Sgt Mike Thompson and provided an overview of the third quarter policing report.

7. CORRESPONDENCE FOR ACTION

a. The Vancouver Island Regional Library (VIRL) Board, October 22, 2021 requesting Regional District Director appointments to the VIRL Board of Trustees for 2022.

MOVED: Director McNabb

SECONDED: Director Johnsen

THAT the Alberni-Clayoquot Regional District Board of Directors appoint Director Cote as appointee on the Vancouver Island Regional Library Board of Trustees for 2022.

CARRIED

MOVED: Director Beckett

SECONDED: Director Johnsen

THAT the Alberni-Clayoquot Regional District Board of Director appoint Director Jack

as the alternate appointee on the Vancouver Island Regional Library Board of Trustees for 2022.

CARRIED

8. CORRESPONDENCE FOR INFORMATION

- a. **FOREST ENHANCEMENT SOCIETY OF BRITISH COLUMBIA**
BC Forestry Workers are Climate Change Heroes
- b. **ISLAND COASTAL ECONOMIC TRUST**
Art, Culture and History Unite in Unique Cumberland Vitalization Project
- c. **AVICC**
Call for Nominations for AVICC Executive
- d. **COASTAL COMMUNITY NETWORK**
Overview and Membership Fees

MOVED: Director Roberts

SECONDED: Director Paulson

THAT the Board of Directors receive items a-d for information.

CARRIED

9. REQUEST FOR DECISIONS & BYLAWS

- a. **Request for Decision regarding 2022 AVICC – Resolutions Notice & Request for Submissions**

MOVED: Director Cote

SECONDED: Director McNabb

THAT the Alberni-Clayoquot Regional District Board of Directors submit possible resolutions for consideration at the 2022 Association of Vancouver Island Coastal Communities Convention to the General Manager of Administrative Services on or before January 14, 2022 and, based on submissions received, Regional District staff be instructed to bring back drafted resolutions and background materials for consideration of endorsement by the Board of Directors at one of the following regular meetings: December 8, 2021, January 12, 2022 or January 26, 2022.

CARRIED

- b. **Request for Decision regarding Island Health Service Funding Contract – Alberni-Clayoquot Health Network**

MOVED: Director Cote

SECONDED: Director McNabb

THAT the Alberni-Clayoquot Regional District Board of Directors enter into a three-year funding service contract with Island Health on behalf of the Alberni-Clayoquot Health Network in the amount of \$80,000 per year for a total of \$240,000.00 commencing December 1, 2021.

CARRIED

*MOVED: Director Cote
SECONDED: Director Rymer*

THAT the Alberni-Clayoquot Regional District Board of Directors forward a letter to Island Health thanking them for their continued funding for the Alberni-Clayoquot Health Network and request Island Health consider an increase to the annual funding amount to reflect increased cost of living and operating costs.

CARRIED

c. Request for Decision regarding Provincial COVID-19 Restart Grant Allocation

*MOVED: Director McNabb
SECONDED: Director Bodnar*

THAT the Alberni-Clayoquot Regional District Board of Directors approve the allocation of COVID-19 Restart Funds, subject to removing \$10,000 from Regional / Community Parks, as follows:

Year	Service	Amount	Description
2021	General Government	\$5,500	COVID office costs
2021	General Government	\$17,000	Further IT upgrades including Boardroom audio/visual improvements
2021	Alberni Valley Emergency Planning	\$2,500	Emergency Operations Center mobile kit
2021	Rural Planning / Building Inspection	\$15,000	Resources to support the increase in development applications
2022	Rural Planning / Building Inspection	\$66,000	Resources to support the increase in development applications
2022	Regional / Community Parks	\$40,000	ACRD Parks & Trails Design and Construction Guidelines, Log Train Trail Management Plan and Franklin River Bridge Concept Design
Total		\$146,000	

AND FURTHER staff be instructed to investigate if COVID Restart Grant funds could be allocated to the Alberni-Clayoquot Health Network and report back at the next Board of Directors meeting.

CARRIED

d. Request for Decision regarding Sproat Lake Volunteer Fire Department – Water Tender Apparatus RFP

*MOVED: Director Cote
SECONDED: Director Rymer*

THAT the Alberni-Clayoquot Regional District Board of Directors award the contract to supply a Water Tender Apparatus to the Sproat Lake Volunteer Fire Department to Hub Fire Engines & Equipment Ltd in the amount of \$436,409.00 plus taxes.

CARRIED

10. PLANNING MATTERS

10.1 ELECTORAL AREA DIRECTORS ONLY

- a. RE16008, GROSVENOR, 4720 DAYTON ROAD (BEAVER CREEK)**
Rezoning Application – Memorandum and Bylaw P1429

MOVED: Director McNabb

SECONDED: Director Rymer

THAT Bylaw P1429, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be adopted.

CARRIED

- b. RF17010, ASPELL, 2996 HIGHMOOR ROAD (CHERRY CREEK)**
Rezoning Application – Public Hearing Report, Public Hearing Minutes and Bylaw P1433

MOVED: Director Bodnar

SECONDED: Director Cote

THAT the Board of Directors receive the public hearing report.

CARRIED

MOVED: Director Bodnar

SECONDED: Director Cote

THAT the Board of Directors receive the public hearing minutes.

CARRIED

MOVED: Director Bodnar

SECONDED: Director Cote

THAT Bylaw P1433, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a second time.

CARRIED

MOVED: Director Bodnar

SECONDED: Director Cote

THAT Bylaw P1433, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a third time.

CARRIED

- c. RF21010, J & Y SOHN ENTERPRISES LTD, 2404 TIMBERLANE ROAD (CHERRY CREEK)**
Rezoning Application – Public Hearing Report, Public Hearing Minutes and Bylaw P1434

MOVED: Director Bodnar

SECONDED: Director McNabb

THAT the Board of Directors receive the public hearing report.

CARRIED

MOVED: Director Bodnar

SECONDED: Director Rymer

THAT the Board of Directors receive the public hearing minutes.

CARRIED

MOVED: Director Bodnar

SECONDED: Director McNabb

THAT Bylaw P1434, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a second time.

CARRIED

MOVED: Director Bodnar

SECONDED: Director Roberts

THAT Bylaw P1434, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a third time.

CARRIED

- d. ALBERNI VALLEY ELECTORAL AREAS HOUSING NEEDS REPORTS (ALBERNI VALLEY ELECTORAL AREAS)**
Request for Decision and Staff Presentation

The ACRD Planner, Amy Anaka, presented an overview of the Alberni Valley Electoral Area Housing Needs Report.

MOVED: Director Cote

SECONDED: Director McNabb

THAT the Board of Directors receive the Alberni Valley Electoral Area Housing Needs Reports for Beaufort Area 'B', Sproat Lake Area 'D', Beaver Creek Area 'E', Cherry Creek Area 'F', and the sub-regional Alberni Valley Electoral Areas Housing Needs Report, as presented.

CARRIED

MOVED: Director Cote
SECONDED: Director Beckett

THAT the Board of Directors direct staff to publish the Alberni Valley Electoral Area Housing Needs Reports for Beaufort Area 'B', Sproat Lake Area 'D', Beaver Creek Area 'E', Cherry Creek Area 'F', and the sub-regional Alberni Valley Electoral Areas Housing Needs Report, on the ACRD website for public access.

CARRIED

11. REPORTS

11.1 STAFF REPORTS

11.2 COMMITTEE REPORTS

11.3 OTHER REPORTS

a. Alberni Valley Museum and Heritage Commission Minutes – November 3, 2021

MOVED: Director Cote
SECONDED: Director McNabb

THAT the Board receives this report for information.

CARRIED

12. UNFINISHED BUSINESS

13. LATE BUSINESS

MOVED: Director Bodnar
SECONDED: Director Roberts

THAT the Alberni-Clayoquot Regional District Board of Directors forward a joint letter with the Air Quality Council to the Ministry of Health and Ministry of Environment and Climate Change applauding their dedication and support for the Regional District's adoption of Air Quality Bylaws in region and in particular recognize the support received from Mr. Earle Plain and Dr. Paul Hasselback.

CARRIED

*MOVED: Director Paulson
SECONDED: Director Cote*

THAT the ACRD Board of Directors allow the following late item: brief report from Director Paulson on developments with regards to liability to elected and appointed officials as perceived by members of the community.

CARRIED

Director Paulson reported on members of the public attending the last two City of Port Alberni Council meetings without masks and sitting in the middle of the public using Council meetings as a platform to present their anti-mask and anti-vaccine campaign. He discussed liability concerns and recommended the Regional District consider being proactive if this were to happen at the Board table.

*MOVED: Director Jack
SECONDED: Director Paulson*

THAT the ACRD Board of Directors instruct staff investigate and report back to the Board on possible amendments to the ACRD Procedures Bylaw to move a Regional District Board or Committee meeting from a hybrid meeting to fully online meeting on the same day.

CARRIED

14. QUESTION PERIOD

Questions/Comments from the public. The Corporate Officer advised there were no questions or comments respecting an agenda topic from public:

- Participating in Person in the ACRD Board Room
- Participating in the Zoom webinar
- Submissions received by email at responses@acrd.bc.ca.

15. RECESS

*MOVED: Director Roberts
SECONDED: Director McNabb*

THAT the Regular Board of Directors meeting be recessed in order to conduct the Regional Hospital District meeting.

CARRIED

The meeting was recessed at 2:58 pm.

16. RECONVENE

The meeting was reconvened at 3:10 pm.

17. IN-CAMERA

MOVED: Director Jack
SECONDED: Director Roberts

THAT the meeting be closed to the public as per the Community Charter, sections:

- i. 90 (1) (c) labour relations or other employee relations.*
- ii. 90 (1) (f) law enforcement, if the board considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment.*

CARRIED

The meeting was closed to the public at 3:11 pm.

The meeting was re-opened to the public at 3:23 pm.

18. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA

19. ADJOURN

MOVED: Director Roberts
SECONDED: Director McNabb

THAT this meeting be adjourned at 3:23 pm.

CARRIED

Certified Correct:

John Jack,
Chairperson

Wendy Thomson,
General Manager of Administrative Services



**MINUTES OF THE ALBERNI VALLEY REGIONAL AIRPORT
ADVISORY COMMITTEE MEETING
HELD ON TUESDAY, NOVEMBER 16, 2021, 1:30 PM
AVRA, 7400 Airport Road, Port Alberni, BC**

DIRECTORS

Mike Ruttan, Chair, Member at Large, Alberni Valley

PRESENT:

Penny Cote, Director, Electoral Area "D" (Sproat Lake)

Ron Paulson, Councillor, City of Port Alberni

Brandy Lauder, Councillor, Hupacasath First Nation

Bob Kanngiesser, Member at Large, Alberni Valley

Dan Savard, AV Chamber of Commerce

REGRETS:

Natasha Marshall, Councillor, Tseshaht First Nation

Michael Hoff, Member at Large, Electoral Area "D" (Sproat Lake)

Wilfred Cootes, Director, Uchucklesaht

Shelley Crest, Port Alberni Port Authority

STAFF PRESENT:

Jenny Brunn, General Manager of Environmental Services

Mark Fortune, Airport Superintendent

Pat Deakin, Economic Development Manager, City of Port Alberni

1. TOUR

Met at the Terminal Building at 1:30 pm for a guided tour of the Alberni Valley Regional Airport.

2. CALL TO ORDER

The Chairperson called the meeting to order at 2:54 pm.

The Chairperson recognized this meeting is being held on the Tseshaht First Nation and the Hupacasath First Nation Territories.

3. APPROVAL OF AGENDA

MOVED: P. Cote

SECONDED: D. Savard

THAT the agenda be approved as circulated.

CARRIED

4. ADOPTION OF MINUTES

a. **Alberni Valley Regional Airport Advisory Committee Minutes – July 13, 2021**

MOVED: P. Cote
SECONDED: D. Savard

THAT the minutes of the Alberni Valley Regional Airport Advisory Committee meeting held on July 13, 2021 be received.

CARRIED

5. VERBAL REPORTS

- a. Internet Service – M. Fortune
- b. Request from Flying Club to host an open house May 2022 – M. Fortune
- c. Short Term Implementation Plan – J. Brunn

MOVED: P. Cote
SECONDED: B. Kanngiesser

THAT the Alberni Valley Regional Airport Advisory Committee receives these reports.

CARRIED

6. ADJOURN

MOVED: R. Paulson
SECONDED: D. Savard

THAT the meeting be adjourned at 3:28 pm.

CARRIED

Certified Correct:

Mike Ruttan,
Chairperson

Jenny Brunn,
General Manager of Community Services



**MINUTES OF THE WEST COAST COMMITTEE MEETING
HELD ON WEDNESDAY, NOVEMBER 17, 2021, 1:30 PM**
Hybrid - Zoom/Board Room, 3008 Fifth Avenue, Port Alberni, BC

MEMBERS PRESENT: Kel Roberts, Director, Electoral Area “C” (Long Beach), Chair
Tom Stere, Councillor, District of Tofino
Rachelle Cole, Councillor, District of Ucluelet
Alan McCarthy, Member of Legislature, Yuułu?it?ath Government
Kirsten Johnsen, Member of Council, Toquaht Nation

REGRETS: Karen Haugen, Pacific Rim National Park
Rob Bullock, Ahousaht First Nation
Michael Lascelles, Tla-o-qui-aht First Nation
Norma Bird, Hesquiaht First Nation

STAFF PRESENT: Teri Fong, Acting Chief Administrative Officer
Jenny Brunn, General Manager of Community Services
Janice Hill, Executive Assistant
Tricia Bryant, Acting Chief Financial Officer

The meeting can be viewed on the Alberni-Clayoquot Regional District website at <https://www.acrd.bc.ca/events/17-11-2021/>

1. CALL TO ORDER

The Chairperson called the meeting to order at 1:30 pm.

The Chairperson recognized this meeting is being held throughout the Nuu-chah-nulth territories.

The Chairperson reported this meeting is being recorded and livestreamed to YouTube on the Regional District website.

Introductions were conducted around the Board Table.

2. APPROVAL OF AGENDA

MOVED: Director Cole
SECONDED: Director Stere

THAT the agenda be approved as circulated.

CARRIED

3. **MINUTES**

a. **West Coast Committee Meeting Minutes – October 6, 2021**

MOVED: Director Cole

SECONDED: Director Stere

THAT the minutes of the West Coast Committee meeting held on October 6, 2021 be received.

CARRIED

4. **PETITIONS, DELEGATIONS & PRESENTATIONS**

a. **Bob Hansen, Pacific Rim Coordinator and Marianne Paquette, Hitacu Macoah Coordinator, WildsafeBC, regarding end of season presentation on past year's program and events.**

Marianne Paquette, WildsafeBC Hitacu Macoah Coordinator provided an overview of their outreach programs during 2021 including the wildlife activity, a summary of the program's key deliverables, additional initiatives carried out and the opportunities for the next season. Reports were low in this area with a total of 16 black bear reports to the RAPP line and garbage was the most reported attractant.

Bob Hansen, WildsafeBC Pacific Rim Coordinator provided a quick overview of 2021 statistics and their program activities. Unlike the reduced activity in the Hitacu Macoah region, there was 50+ incidents involving bears and property damage. 13 bears were killed and there has been an increase in aggressive incidents with bears. There was also an increase in structural damage from bears, including damage to garbage and recycling bins, sheds and vehicles. 12 incidents with Chicken Coops and human wildlife interactions with bears were up from 44 in 2020 to 261 so far in 2021. Plans for next year were also presented.

b. **James Rodgers, Executive Director and Co-Founder, CARE Network regarding lease amendment.**

Mr. Rodgers provided an overview of the CARE Network animal rescue and education services that support community health and safety. Mr. Rodgers also provided details of their proposed lease amendment at the Long Beach Airport and the Network's desire to move from a short-term lease to a Licence of Occupation for a 20-year term with renewal.

5. **REQUESTS FOR DECISIONS**

a. **Request for Decision regarding Campground and Development Issues at the Long Beach Airport.**

MOVED: Director Stere

SECONDED: Director McCarthy

THAT the West Coast Committee recommends that the Board of Directors support in principle long-term development planning for lands at the Long Beach Airport and direct staff to complete an assessment of resource needs and financial implications to support this objective as part of the 2022-2026 Financial Planning Process.

CARRIED

6. REPORTS

- a. Millstream Water System – Audit of Multiple Consumer Units – E. Kunderman**
- b. West Coast Organics Diversion Project Update – J. Frank**
- c. Long Beach Airport Contamination Stage 1 Report – M. McGregor**

MOVED: Director Stere

SECONDED: Director McCarthy

THAT the West Coast Committee receive reports a-c.

CARRIED

7. LATE BUSINESS

8. QUESTION PERIOD

Questions/Comments from the public. The Acting CAO advised there were no questions or comments respecting an agenda topic from public:

- Participating in Person in the ACRD Board Room
- Participating in the Zoom webinar
- Submissions received by email at responses@acrd.bc.ca.

9. ADJOURN

MOVED: Director Cole

SECONDED: Director Johnsen

THAT this meeting be adjourned 2:38 pm.

CARRIED

Certified Correct:

Kel Roberts,
Chairperson

Teri Fong,
Acting Chief Administrative Officer

From: ICET <info@islandcoastaltrust.ca>
Sent: November 5, 2021 9:10 AM
To: Wendy Thomson <wthomson@acrd.bc.ca>
Subject: COMMUNITY BUILDER - Bruce Evans, Director Fanny Bay Harbour Authority

[CAUTION] This email originated from outside of the ACRD

[View this email in your browser](#)



As Island and Coastal communities, our relationship with the ocean is particularly vital. Ensuring the health, sustainability and productivity of our seafood industry is a key part of safeguarding our social and economic future. Over the years, we've had the privilege of working with and helping support several harbour authorities across our region and are continually inspired by individuals, like Bruce Evans, whose long-lasting work never strays far from the sea.

“My comfort zone is the water.”

COMMUNITY BUILDER

Bruce Evans, Director Fanny Bay Harbour Authority



Enduring love for the sea and the livelihoods it supports

Bruce Evans describes his childhood self as a “water rat”. From four years of age, he spent his summers at his parents’ cabin on Island Lake, north of Edmonton. It was, undoubtedly, a formative start instilling his “draw to marine life.”

By 20, Bruce made the move. He hitchhiked his way out to the west coast looking at where he'd formally pursue his passion for marine biology.

Finding his way

"When I arrived in Victoria and saw people sitting out on the grass, while back home we were knee deep in snow, I knew this was the place for me," says Bruce, who ended up completing his marine biology degree at the University of Victoria.

His career path after leaving school never ventured far from the water. From his first job at the Bamfield Marine Station studying marine algae, he later studied geoducks, worked for the Department of Fisheries and Oceans, followed by years of shellfish production (both oysters and scallops). Bruce eventually landed at the Fanny Bay Harbour Authority in 2001. He remained there as director for two decades, leaving a legacy of projects that have helped expand the Fanny Bay Harbour's production capabilities and attract the attention of harbour authorities from across the country.

Big wins

When reflecting on some of his proudest career moments, Bruce doesn't hesitate.

"The Fanny Bay Harbour loading ramps was definitely a highlight," says Bruce, of the nearly \$2 million infrastructure project he oversaw starting in 2011.

This initiative, which many small businesses in the industry later compared to winning the lottery, helped improve off-loading efficiency resulting in impressive productivity gains for local shellfish producers.

"It was a fairly unique process in how we packaged the project with so many partners, including ICET, and at a time when the seafood industry was rapidly expanding."

Challenges

There were admittedly “some challenges to pull all the people from different agencies together in the same calendar year with different reporting requirements” (not to mention escalating production costs that gave Bruce a “real head shake”). But, in February 2012, Bruce was contacted while on vacation in Mexico. He had received the news he’d been hoping for: extra funds were made available, and the concept would not only become a reality, but a success.

“It’s a great facility – one of the first off-the-shelf – and there was no end of support from everyone,” says Bruce of the initial vision. “It provides improved access to the ocean, and more efficient and safe offloading capacity for small and large businesses.”

Expanding shellfish industry

The second most notable career highlight for Bruce was the achievement of a personal dream: another invaluable large infrastructure project that would further expand the shellfish industry in the region.

“The infrastructure development projects at the Fanny Bay Harbour provided the opportunity for three FLUPSIES (Floating Upweller Systems) to operate. They support shellfish growth in our area by producing and ensuring access to an economical source of seed,” says Bruce of the \$1.25 million project that also involved building floating breakwaters and tie-up space for shellfish protection.

Staying close to the water

It was shortly after this project, that Bruce retired. Not unexpectedly, for someone of his fervour, he hasn’t strayed far from the organization or the water.

“(The Harbour Authority) was a great experience to be a part of and I still sit on the Board to help provide the history and connection with the other Harbour Authorities,” he says. “The people I’ve worked with over the past 30 years have all

been motivated, driven, type-A personalities. For me, I think my own strengths have simply been my experience, as much as anything.”

If that is true – that experience is Bruce’s strength – then he continues to get stronger by the day.

Bruce’s enduring enthusiasm for marine life has continued to flow into his retirement. Annual fishing trips around the coast include areas like Barkley Sound, Nootka Sound, the Salish Sea as well as Johnstone Strait. “My comfort zone is the water.”

Remaining optimistic

And while the aquaculture industry has gone through some challenging times over the past few years, Bruce remains hopeful.

“We’re making such huge progress in the area of genomic research – whether that be evidenced through the pandemic or in genetic understanding of diseases in the wild salmon,” he says. “These areas of research are providing direction for us all – on how we can move forward, in how we lived historically and how we can continue living today.”

###

Bruce is currently working on a portable shellfish hatchery, in hopes to provide shellfish seed to remote communities on the coast.



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B.C. Ferry Authority

Suite 500-1321 Blanshard Street
Victoria, BC V8W 0B7

Tel (250) 978-1502
Fax (250) 978-1953

November 9, 2021

Mr. John Jack, Chair
Alberni-Clayoquot Regional District
3008 – 5th Avenue
Port Alberni, BC V9Y 2E3

Dear Chair Jack:

Thank you for inviting the B.C. Ferry Authority to attend the board meeting of the Alberni-Clayoquot Regional District on October 27, 2021.

I appreciated the opportunity to hear of ferry service issues in your district. There were several follow up questions including what assurance there is for the long term provision of the Bamfield to Tofino ferry service; the potential for including additional stops at Ucluelet and/or other waypoints on the route; and what business planning mechanism is in place to limit the uncertainty arising from reliance by the independent operator on aging infrastructure and vessels on the route. Additionally, interest was expressed about the process to be followed where there is a desire for consideration of new service to an unserved region. The Authority is looking into the follow up questions and will provide an update in a subsequent letter to you.

Again, thank you for having the B.C. Ferry Authority at the regional district board meeting.

Sincerely,



Marc Tremblay
Director, Board of Directors
B.C. Ferry Authority

pc: Lecia Stewart, Chair, Board of Directors
B.C. Ferry Authority



REQUEST FOR DECISION

To: Board of Directors

From: Teri Fong, CPA, CGA, Acting Chief Administrative Officer

Meeting Date: November 24, 2021

Subject: Resolution – Signing Authority for Banking Purposes

Recommendation:

That the Board of Directors authorize the following signatories for banking purposes for the Alberni-Clayoquot Regional District and Alberni-Clayoquot Regional Hospital District:

- a. The following Directors have signing authority:
 - i. John Jack, Chairperson
 - ii. John McNabb, Vice-Chairperson
 - iii. Penny Cote, Director
- b. The following Staff members have signing authority:
 - i. Daniel Sailland, Chief Administrative Officer
 - ii. Teri Fong, CPA, CGA, Chief Financial Officer
 - iii. Wendy Thomson, General Manager of Administrative Services
- c. One of the above Directors are authorized to sign all Regional District banking documents with one of the above Staff members

Desired Outcome:

To update the signing authorities of the Alberni-Clayoquot Regional District and the Alberni-Clayoquot Regional Hospital District to reflect the hiring of Daniel Sailland as Chief Administrative Officer.

Submitted and
Approved by:

Teri Fong

Teri Fong, CPA, CGA, Acting Chief Administrative Officer



REQUEST FOR DECISION

To: Board of Directors

From: Wendy Thomson, General Manager of Administrative Services

Meeting Date: November 24, 2021

Subject: ACHN Table of Partners – ACRD Representative Nomination

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors nominate Director _____ to apply to the Alberni-Clayoquot Health Network Table of Partners for a two (2) year term commencing January 1, 2022.

Desired Outcome:

To appoint a Director from the Alberni-Clayoquot Regional District (ACRD) to the Alberni-Clayoquot Health Network (ACHN) Table of Partners for a two-year term.

Summary:

The ACHN is a mechanism for citizens working and living in the Regional District to come together and speak with a collective voice on health issues and share ideas and resources to build healthier communities. The Network aims to improve health and well-being and focus on the social determinants of health in the Alberni-Clayoquot region.

Background:

The ACHN Table of Partners is a small group of decision makers and regional representatives tasked with directing the work of the ACHN. This Table meets once monthly and contributes expertise, time, energy, and other resources in order to help guide and direct the overall work of the health network striving to ensure membership is reflective of the region, its unique communities and priorities. Members are expected to share expertise, tools and best practices to bring information from the ACHN to their own organization/key community contacts, and vice versa. The ACHN Table of Partners have committed to a two-year term; to ensure consistency it was decided that half the seats would expire every December. Attached is the 2021 – Call for Members including the application process for appointment.

The ACRD holds two (2) seats on the Table of Partners 16 member “board”. Director Cote and Director Cole currently represent the ACRD on the Table of Partners. Directors Cote’s term expires at the end of December 2021; she has served as Chair on the Table of Partners for the past 8 years and has expressed an interest in serving another 2-year term. Director Cole’s term expires at the end of December 2022.

Time Requirements – Staff & Elected Officials:

Monthly meetings (3 hours each).

Financial:

Appointed ACRD Directors remunerated through general government services.

Strategic Plan Implications:

Strategic Priority – Partnerships and Alignment

Policy or Legislation:

ACHN Policies apply.

Wendy Thomson

Submitted by: _____
Wendy Thomson, General Manager of Administrative Services

Teri Fong

Approved by: _____
Teri Fong, CPA, CGA, Acting Chief Administrative Officer

ALBERNI CLAYOQUOT HEALTH NETWORK TABLE OF PARTNERS 2021 – CALL FOR MEMBERS

SUMMARY

The Alberni Clayoquot Health Network is a mechanism for citizens working and living in the Alberni Clayoquot Regional District to come together and speak with a collective voice on health issues and share ideas and resources to build healthier communities. The Network aims to improve health and well-being and focus on the social determinants of health. Learn more and download the ACHN's Strategic Plan, at www.achn.ca.

The Table of Partners is a leadership table that provides guidance to the Health Network and acts as a key liaison with Alberni Clayoquot Regional District and Island Health. The Alberni Clayoquot Health Network's Table of Partners members commit to a two year term. To ensure consistency, half the seats will expire every December. Members wishing to continue are encouraged to reapply and new applications will be sought from community members meeting the criteria outlined in the following package.

If you are actively engaged in community building and social health issues in the region, this may be the right opportunity for you to contribute to the ACHN. Please read the following document carefully, fill out the attached application form, and submit to:

ACHN Coordinator

achn@acrd.bc.ca

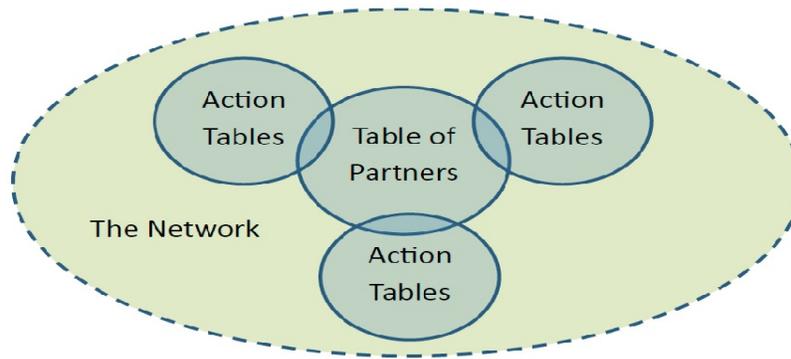
By 4:00 pm on December 10th, 2021

BACKGROUND

Local Health Area 70 is the third largest health area on Vancouver Island. This geographically diverse area spans 6904 km² with three municipalities, ten Nuu-chah-nulth First Nations and six electoral areas within the Alberni Clayoquot Regional District (ACRD). The ACRD hosts a population of over 30,000 people.

The geography of this region challenges organizations and communities to do things differently. The regional health network model presents a unique opportunity for the region to unite, addressing priorities around social indicators which no one community or organization can do in isolation. The Alberni Clayoquot Health Network (ACHN) leverages the strengths of regional assets to ensure equitable participation throughout the region. We strive to increase participation in conversations by developing meaningful relationships and processes, examining solutions which address regional needs and stimulate innovative solutions.

HOW TO GET INVOLVED



The purpose of the ACHN is to network like-minded organizations, agencies, and networks that are already working to improve community health, we “network the networks”, to better support the work you are already doing. Rather than create additional work, meetings or duplicate what you do best we would like to meet you where you are to assist in providing supports to work more effectively as a region. To do this we aim host or support regional **network gatherings** each year which can be learning events, planning events and/or networking events – based on your feedback. We convene new and support existing **action tables** related to strategic priorities of the ACHN on issues which no one community, organization or group can take on independently. Lastly we have a **Table of Partners** to help us expedite decisions and leverage resources.

TABLE OF PARTNERS – CALL FOR MEMBERS

The Table of Partners is a small group of decision makers and regional representatives tasked with directing the work of the Alberni Clayoquot Health Network. This Table meets once monthly and contributes expertise, time, energy, and other resources in order to help guide and direct the overall work of the health network. We strive to ensure membership is reflective of the region, its unique communities and priorities. Members are expected to share expertise, tools and best practices to bring information from the ACHN to their own organization/key community contacts, and vice versa.

We are currently recruiting for the Table of Partners. Recognizing the time commitment for this work as well as the emphasis on regional priorities we are seeking applications from individuals and strive to meet the following criteria in our selection:

- **Commitment to meetings.** Ability to attend of the Table of Partners meetings to the best of their ability 10 months out of the year. Meetings are on the third Wednesday of the month from 9:30 to 12:00 in the ACRD Board Room or online by Zoom – when in person eight will be held in Port Alberni, two meetings will be on the West Coast.
- **Term.** Can commit to a two year term.
- **Endorsement to participate.** From their organization, agency or government to participate.
- **Fit with mandate.** Ideally holds a position with a mandate to serve multiple communities and/or areas of focus with in the region.
- **Voice.** Can provide regional context and knowledge.
- **Influence.** Can help influence, leverage or allocate resources.
- **Knowledge.** Is informed and involved with regional community development initiatives and social indicators of health.

INTERESTED?

Let us know a little bit about you by filling out the following questions. Please do not hesitate to get in touch with the ACHN Coordinator, Marcie DeWitt at achn@acrd.bc.ca, 250.726.5019, if you have questions or require more information!

Don't forget there are a variety of ways to participate, let us know if you have interest in hearing about upcoming opportunities and action tables. We will add you to our mailing list to ensure you get up to date information!

We look forward to our ongoing working relationship, building healthy communities and taking action on shared priorities

APPLICATION

Name: _____

Title and Organization: _____

Do you have, or can you get, endorsement from your organization to participate?
Yes No Will Confirm

The Table of Partners places emphasis on the ability of members to commit to monthly meetings. Can you attend monthly meetings? Yes No Will Confirm

Can you commit to the Table of Partners for 2 years? Yes No Will Confirm

Please note that at this time the ACHN does not provide a stipend or travel expenses. Would this be an impediment for your participation? Yes No Will Confirm

Phone: _____ Email: _____

How can you help influence, leverage or allocate resources with the AHCN? Please describe: __

Communities you work with: _____

What is your role with in your organization or community and how do you see as a benefit to the ACHN? _____

Tell us a little about your interest and experience in community health and development: _____

Deadline for applications is December 10th, 2021 please ensure we receive your information by 4:00 pm to achn@acrd.bc.ca Thank you for your interest!



Request for Decision

To: Board of Directors

From: Wendy Thomson, General Manager of Administrative Services

Date: November 18, 2021

Subject: Lot 8, Plan VIP25529, District Lot 469, Clayoquot Land District (238 Mavis Avenue)

Recommendation:

“THAT the Alberni-Clayoquot Regional District Board of Directors resolve to register a Notice on Title to Lot 8, Plan VIP25529, District Lot 469, Clayoquot Land District as per Section 57 of the *Community Charter*.”

Background:

ACRD staff received a complaint regarding construction on this property.

On May 27th, 2019, staff attended the site and observed a single family dwelling nearing completion. Property owners were on site; staff explained the building permit process and the necessity of obtaining required permits and set a deadline of June 20th, 2019 to submit a building permit. One of the three property owners attended the ACRD office on June 19th, 2019. After a review of the zoning, the owner was informed that the Two Family Residential (R2) District zoning did not allow for the newly constructed residence. The property owner explained that he planned to sell the building and have it removed before the end of September 2019.

Staff contacted the property owners on September 27th, 2019 to determine if the building had been removed. It had not been removed. Staff informed the owner that a “Do Not Occupy” notice would be placed on the second residence. The notice was posted on October 1st, 2019.

As part of required Building Bylaw procedures, a letter was sent to property owners via registered mail explaining the reason for the “Do not Occupy” notice. Additional letters have been sent with no response from the property owner. On September 24, 2021 a letter was sent via registered mail advising the owners that the Regional District will commence with the placement of a Notice on Title and will be brought forward for consideration by Alberni-Clayoquot Regional District Board of Directors on November 24th, 2021. The letter also requested the owners contact the Regional District building department as soon as possible, which has not happened.

Staff recommend a “Notice on Title” be placed on the property.

Policy and Legislation:

Section 56 of the *Community Charter* allows a Registered Building Official, who observes work done to a building, land or other structure without the required Building permit and / or inspection(s) or a contravention of a Regional District bylaw and/or building regulation, to request the Regional Board consider the registration of a Notice on Title.

In 2011, the ACRD Board adopted the attached Notice on Title Procedures and staff recommend that a Notice on Tile be placed on this property title.

Options:

The Board not place a Notice on Title.

Submitted by: Wendy Thomson
Wendy Thomson, General Manager of Administrative Services

Approved by: Teri Fong
Teri Fong CPA, CGA, Acting Chief Administrative Officer



To: ACRD Board of Directors

From: Charlie Starratt, Regional Fire Services Manager

Meeting Date: November 24, 2021

Subject: Bamfield Volunteer Fire Department – Mini-Pumper Fire Apparatus RFP

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors award the contract to supply a Mini-Pumper Fire Apparatus, for the Bamfield Volunteer Fire Department, to Fort Garry Fire Trucks in the amount of \$328,090.00 plus taxes.

Summary:

Staff advertised a request for proposals for the construction of a new Mini-Pumper Fire Apparatus for the Bamfield Volunteer Fire Department (BVFD). Two proposals were received:

Company	Price	GST	PST	Total
Fort Garry Fire Trucks	\$328,090.00	\$16,404.50	\$22,966.30	\$367,460.80
Commercial Emergency Equipment	\$369,083.00	\$18,454.15	\$25,835.81	\$413,372.96

The BVFD Apparatus Committee has reviewed all proposals and recommends the contract be awarded to **Fort Garry Fire Trucks**. Their proposal was the lowest of the two received and best meets all the requirements for the new apparatus.

Background:

The Bamfield Volunteer Fire Department does not currently meet the Fire Underwriters Service (FUS) of Canada mandate that fire departments have apparatus that are less than twenty years old, regardless of mileage and use. This new Mini-Pumper will replace the 1980 truck W1 in BVFD's fleet, which will make the fire department compliant with the FUS mandate.

Time Requirements – Staff & Elected Officials:

Minimal staff time to work with the BVFD on awarding the contract.

Financial:

BVFD will make a down payment, of \$180,000.00, on acceptance of the proposal and receive a \$5300.00 credit from Fort Garry Fire Trucks, for the early down payment, towards this purchase. This down payment will be made using the BVFD's capital reserve account. Borrowing, through the MFA's Equipment Financing Program, will be done when the final payment is due. The borrowing will be for

the entire amount of the truck purchase, which will replenish the reserve fund and pay for the remainder. The term of the borrowing will be 4 years at which time another truck replacement will be necessary for east Bamfield.

Staff have been working with the department to determine a more complete long-range capital budget moving forward. More information will be presented during the 2022-2026 Financial Planning process.

Full payment for the apparatus is not required until completion and delivery of the final product, which is expected to be in late 2022.

Strategic Plan Implications:

The recommendation in this report supports Strategic Plan Focus Area #3, Management of New and Existing Infrastructure, and specifically the goal: "To effectively manage our infrastructure to ensure that we are able to maintain high levels of service and to mitigate future costs."

Policy or Legislation:

As per ACRD purchasing policy.

Submitted by: Charlie Starratt
Charlie Starratt, Regional Fire Services Manager

Reviewed by: Heather Zenner
Heather Zenner, MA, RPF, Protective Services Manager

Approved by: Teri Fong
Teri Fong, CPA, CGA, Acting Chief Administrative Officer



REQUEST FOR DECISION

To: ACRD Board of Directors

From: Charity Hallberg Dodds, Bylaw Enforcement Officer

Meeting Date: November 24, 2021

Subject: Bylaw Enforcement Policy and Bylaw Enforcement Officer Designation

Recommendation:

THAT the Board of Directors rescind the current ACRD Bylaw Enforcement Policy.

THAT the Board of Directors adopt the ACRD Bylaw Enforcement Policy.

THAT the Board of Directors designate Jason Kevis and Charity Hallberg Dodds as Bylaw Enforcement Officers.

Desired Outcome:

With the adoption of the policy, the ACRD intends to establish clear and consistent procedures, roles, expectations and standards for ACRD Bylaw Enforcement services. Designation of the Bylaw Enforcement Officers allows for authorized issuance of bylaw notices, including penalties.

Summary:

The policy includes details, discussion and procedures related to objectives and guidelines, roles and responsibilities, complaint submission, observed bylaw violations, confidentiality, classification of complaints, enforcement investigation and other jurisdictional complaints.

Background:

The ACRD does not currently have the capacity to proactively review properties in order to determine whether or not the Regional District's various building, zoning, and other regulatory bylaws are being complied with at all times. It is the ACRD's policy to rely on citizen complaints, in written format, as a means of enforcing the bylaws.

In order to provide clear and consistent Bylaw Enforcement services, this policy has been developed and defines roles, processes and responsibilities associated with bylaw complaints. The ACRD seeks to establish a balance of accountability and confidentiality among the various parties to the Bylaw Enforcement process.

In accordance with this policy, and as required for bylaw notice enforcement, ACRD Bylaw Enforcement Officers are required to be designated as such, by resolution by the Board of Directors.

Time Requirements – Staff & Elected Officials:

Additional staff and elected official time is not required. With the adoption of this policy, there is potential for a reduction in staff time as the policy will assist with efficient and clear communication of bylaw enforcement procedures and expectations to members of the public.

Financial:

ACRD Bylaw Enforcement resources are included within the Financial Plan through various services including Management of Development – Rural Areas and Electoral Area Regulatory Bylaws. Additional financial consideration is not required.

Strategic Plan Implications:

Although Bylaw Enforcement is a core service, Strategic Priority 2.2 Optimize Website and Social Media, would be applicable, as the bylaw enforcement webpage will be updated to include this policy (once adopted). Having the policy available to members of the public will help manage public expectations related to Bylaw Enforcement services.

Policy or Legislation:

The *Community Charter* and *Local Government Act* provide the authority for Regional District’s to establish bylaw enforcement services.

Options Considered:

Not adopt the ACRD Bylaw Enforcement Policy and continue ACRD Bylaw Enforcement services without a policy.

Prepared by: Charity Hallberg Dodds
Charity Hallberg Dodds, Bylaw Enforcement Officer

Reviewed by: Michael Irg
Mike Irg, MCIP, RPP, General Manager of Planning and Development

Approved by: Teri Fong
Teri Fong, CPA, CGA, Acting Chief Administrative Officer



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3

Telephone (250) 720-2700 Fax (250) 723-1327

ACRD BYLAW ENFORCEMENT POLICY

Policy Issued by: ACRD Board of Directors

Date Adopted:

Date(s) Amended:

PREAMBLE:

The Alberni-Clayoquot Regional District (ACRD) does not currently have the capacity to actively review properties in order to seek out bylaw violations. Managing public expectations, with limited resources, can be challenging. The ACRD's policy is to rely on citizen complaints, in written format, as a means of enforcing the bylaws. In order to encourage valid complaints and reduce the opportunity for intimidation and conflict, the ACRD seeks to establish a balance of accountability and confidentiality, among the various parties.

Creating a framework for enforcement will help the ACRD manage public expectations while promoting transparency and accountability. Administrative and procedural fairness require that local governments use their discretion in a fair, reasonable and transparent manner. This policy will guide and provide direction to achieve this.

1. POLICY OBJECTIVES AND GUIDELINES

- 1.1. To establish clear procedures, roles, expectations and standards for ACRD Bylaw Enforcement services.
- 1.2. To promote consistency and certainty, and protect against potentially inconsistent, unfair or arbitrary decision-making.
- 1.3. Bylaw enforcement is at the discretion of the ACRD. As a general rule, unless deemed to be a Class 1 complaint (see section 6), in order for a complaint to be considered, it shall be submitted by a person who is affected by the alleged violation, or who owns, resides upon, or otherwise has an interest in property that is affected by the alleged violation.
- 1.4. The ACRD will handle enforcement matters at a staff level rather than at a Board of Directors (the "Board") level. Staff will keep the affected Directors informed of enforcement actions in their area, and will refer requests for legal proceedings to the full Board for consideration and decision-making.

ACRD BYLAW ENFORCEMENT POLICY

- 1.5. The Board has adopted Bylaw Notice Enforcement Bylaw, 2020, Bylaw No. PS1008. This bylaw permits the ACRD to issue notices, including penalties, for violations of the ACRD Zoning Bylaw. Notices will be used to encourage compliance and, in some cases, in conjunction with legal proceedings.
- 1.6. The ACRD will work with property owners to achieve voluntary compliance first. It will not be the policy of the ACRD to issue bylaw notices and/or use legal proceedings for all alleged violations.
- 1.7. Where it is determined that a complaint is subject to the provisions of the ACRD Building Bylaw regulations, a Building Inspector is authorized to proceed with the investigation and enforcement action as appropriate.

2. ROLES AND RESPONSIBILITIES

2.1. The Board:

- 2.1.1. establishes overall priorities for enforcement, approves budgets for enforcement, enacts bylaws and adopts bylaw enforcement policies.
- 2.1.2. approves enforcement action requiring legal proceedings by resolution of the Board at an in-camera meeting.
- 2.1.3. Individual members of the Board remain uninvolved in specific bylaw enforcement decisions until the matter is put on an agenda for the entire Board to consider.
- 2.1.4. Members of the Board can initiate a bylaw complaint, and subsequent investigation, without written submission pursuant to discussion with the General Manager of Planning and Development.

2.2. The Chief Administrative Officer (CAO):

- 2.2.1. makes recommendations to the Board regarding the bylaw enforcement budget and legal proceedings.

2.3. General Manager of Planning and Development:

- 2.3.1. makes recommendations to the Board regarding the bylaw enforcement budget, legal proceedings and bylaw enforcement policies;
- 2.3.2. provides supervision and direction for the Bylaw Enforcement Officers;
- 2.3.3. can authorize bylaw investigations in the absence of a written complaint, exceptions to the required criteria for initiating enforcement action and extensions to deadlines set for bylaw compliance;
- 2.3.4. can authorize a decision to restrict contact with a person who is making repeated complaints about the same issue; and
- 2.3.5. can authorize correspondence with legal counsel.

2.4. Bylaw Enforcement Officers:

ACRD BYLAW ENFORCEMENT POLICY

- 2.4.1. receive, record and investigate complaints;
- 2.4.2. seek voluntary compliance through education and discussion;
- 2.4.3. attend on-site as necessary to investigate complaints and carry out enforcement actions;
- 2.4.4. prepare and manage all correspondence associated with bylaw cases, including letters, memos, emails, photos and reports and presentations to the Board;
- 2.4.5. prepare and maintain case files; and
- 2.4.6. prepare, correlate and provide case correspondence to legal counsel.

2.5. Building Inspectors:

- 2.5.1. Where an investigation of a complaint determines the violation is of a building bylaw and/or building code nature, the Building Inspector is authorized to proceed with the investigation and enforcement action as appropriate.

2.6. Planners:

- 2.6.1. receive, review and make recommendations regarding land use and development applications that may originate from bylaw enforcement complaints;
- 2.6.2. provide clarification for Planning related violations such as zoning, official community plans and Provincial regulations, when necessary.

3. COMPLAINT SUBMISSION

- 3.1. Alleged violations of ACRD bylaws are to be reported to the Bylaw Enforcement Officer.
- 3.2. Each complaint shall be in written format and submitted by ACRD Bylaw Complaint Form, letter, email or fax. Exceptions will be considered when the complainant has a language or literacy barrier that prevents them from completing a written complaint.
- 3.3. Complaints must include the following:
 - 3.3.1. name;
 - 3.3.2. address;
 - 3.3.3. contact information including phone number and/or email address;
 - 3.3.4. location/address of alleged violation; and
 - 3.3.5. description of the nature and location of the alleged violation, as well as the impact on the complainant.
- 3.4. To initiate ACRD enforcement, complaints should be submitted in accordance with the following:
 - 3.4.1. two (2) written complaints from unrelated complainants residing or owning property more than 100 m from the subject property;
 - 3.4.2. one (1) written complaint from a complainant who resides or owns property within 100 m of the subject property;
 - 3.4.3. one (1) written or verbal complaint from an outside agency official (ie. Island Health Inspector, RCMP Officer, Provincial Government Official, First Nation

ACRD BYLAW ENFORCEMENT POLICY

Official); or

- 3.4.4. one (1) written complaint for a Class 1 violation (see section 6).
- 3.5. Exceptions to the criteria outlined in section 3.4 above can be authorized by the General Manager of Planning and Development.
- 3.6. Anonymous or verbal complaints of alleged violations may not be acted upon unless the alleged violation is determined to be Class 1 (see section 6).
- 3.7. When a decision to restrict contact with a person making repeat complaints about the same issue has been properly authorized by the General Manager of Planning and Development, enforcement staff:
 - 3.7.1. will clearly communicate to the person, in writing, the nature of the restrictions, the reasons for them and when they may be reconsidered;
 - 3.7.2. will not prevent or limit the person from making complaints about other alleged violations on other properties; and
 - 3.7.3. will not restrict other necessary contact with staff that is unrelated to the person's complaints.

4. OBSERVED BYLAW VIOLATIONS

- 4.1. The Bylaw Enforcement Officer may initiate an investigation, without receipt of written complaint, pursuant to approval by the General Manager of Planning and Development where:
 - 4.1.1. a bylaw violation is a Class 1 (see section 6) violation;
 - 4.1.2. a bylaw violation is observed by a Bylaw Enforcement Officer, or other ACRD employee, in the course of duties;
 - 4.1.3. a previously closed violation reoccurs and is observed by a Bylaw Enforcement Officer, or other ACRD employee;
 - 4.1.4. a notification or referral is received from an external agency that identifies a bylaw violation associated with a property; or
 - 4.1.5. communication undertaken with the ACRD identifies a bylaw violation (ie. property and zoning inquiries, requests for comfort letters).

5. CONFIDENTIALITY

- 5.1. Subject to the *Freedom of Information and Protection of Privacy Act (FOIPPA)*, the identity of the complainant, any personal information they provide, and the written complaint itself, will not be disclosed to the alleged violator or any member of the public. Likewise, the response of the alleged violator will not be disclosed to the complainant. Bylaw enforcement case files, actions or plans will not be discussed with the complainant subsequent to the initial submission of a written complaint.
- 5.2. The anonymity and confidentiality given to complainants and alleged violators under

ACRD BYLAW ENFORCEMENT POLICY

this policy cannot be assured in all cases. Particularly if a complaint has been publicly disclosed by the complainant or if an investigation results in court proceedings. A complainant may be requested to sign an affidavit and/or be prepared to stand as a witness should enforcement action proceed to court.

- 5.3. If a request is made to the ACRD for disclosure under *FOIPPA*, it shall be reviewed as per the relevant sections of *FOIPPA*, unless consent is obtained from the person who supplied the information and who would otherwise be provided confidentiality under *FOIPPA* and this policy. The ACRD, however, is subject to orders issued by the Information and Privacy Commissioner under *FOIPPA* and will not necessarily appeal an order to disclose.

6. CLASSIFICATION OF COMPLAINTS

- 6.1. Upon receipt of a bylaw complaint, all bylaw violations will be classified according to nature of complaint and date the complaint was received.
 - 6.1.1. Class 1 Violations involve public health and safety risks, significant adverse environmental impacts and/or harm to ACRD infrastructure. Matters are typically those which, if not addressed in a timely fashion, could result in irreversible impacts. Class 1 violations are considered paramount and receive first priority for enforcement.
 - 6.1.2. Class 2 Violations do not pose an immediate hazard to persons or property and typically do not involve significant environmental impacts. Investigation of Class 2 violations will be prioritized and enforcement action initiated subject to date received, available resources, other priorities and budget limitations.

7. ENFORCEMENT INVESTIGATION

- 7.1. Bylaw enforcement staff will thoroughly document investigations and any resulting decisions.
- 7.2. Bylaw enforcement staff will conduct site visits to private properties in accordance with the ACRD Zoning Bylaw, and other regulatory bylaws.
- 7.3. Enforcement action and decisions will be proportional, equitable and consistent. These principles will be implemented as follows:
 - 7.3.1. action will be proportional to the nature of the violation;
 - 7.3.2. action will be equitable – applied in a way that is just in light of a person’s circumstances; and
 - 7.3.3. action will be consistent – the ACRD will strive to follow the same approach to similar complaints.

ACRD BYLAW ENFORCEMENT POLICY

8. OTHER JURISDICTIONAL COMPLAINTS

- 8.1. Complaints that are not related to ACRD bylaws will not be investigated by ACRD Bylaw enforcement staff and no case file will be opened. Staff will make best efforts to advise complainants of the applicable regulatory agency that may be able to assist with their complaint, and provide contact information when possible.
- 8.2. Additionally, for serious complaints related to health, safety and adverse impacts to the environment, Bylaw Enforcement staff will make the applicable regulatory agency aware of the issue for their information and follow-up.



REQUEST FOR DECISION

To: ACRD Board of Directors
From: Jenny Brunn, General Manager of Operations
West Coast Committee
Meeting Date: November 24th, 2021
Subject: Campground and Development Issues at the Long Beach Airport

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors support in principle long-term development planning for lands at the Long Beach Airport and direct staff to complete an assessment of resource needs and financial implications to support this objective as part of the 2022-2026 Financial Planning process.

Summary:

At the November 17th, 2021 West Coast Committee meeting, the attached report was presented. The Committee supported the strategy and action plan, passing the resolution above. They also specifically expressed interested in being involved in the engagement process for updating the Airport Land Use Plan. Staff will ensure that engagement includes consultation with all organizations that are members of the West Coast Committee and other identified rights holders and stakeholders.

The Stage 1 Preliminary Site Investigation Report will be made public once finalized by posting on the ACRD website. Staff will complete an assessment of resourcing needs with the new CAO and bring the resulting recommendations to the Board and/or Committee as part of the 2022-2026 Financial Planning process.

Reviewed by: Jenny Brunn
Jenny Brunn, GM of Community Services

Approved by: Teri Fong
Teri Fong, CPA, CGA, Acting Chief Administrative Officer



REQUEST FOR DECISION

To: West Coast Committee
From: Jenny Brunn, General Manager of Community Services
Meeting Date: November 17, 2021
Subject: Campground and Development Issues at the Long Beach Airport

Recommendation:

THAT the West Coast Committee recommends that the Board of Directors support in principle long-term development planning for lands at the Long Beach Airport and direct staff to complete an assessment of resource needs and financial implications to support this objective as part of the 2022-2026 Financial Planning Process.

Summary:

At the August 24th West Coast Meeting, the Committee recommended that the Board direct staff to investigate the development of a campground at the Long Beach Airport for West Coast workers which was passed by the Board at the September 8th Meeting. This report is intended to provide an overview of the current challenges that face development at the Long Beach Airport (LBA), including a campground development and provide a plan to better support development at the LBA. This report also highlights some specific concerns/challenges related to the development of a campground that would need to be considered if this was pursued.

Background:

Core Objectives for the Airport

The primary purpose of the Long Beach Airport (LBA) land is to support the operation of the airport terminal and air operations that service the West Coast. This directly supports economic activities, community wellness through enhanced local transportation options and community safety through medivac and emergency service capacity. Operating an airport to meet safety standards and regulations is expensive and resource intense. The LBA Asset Management Plan identified significant infrastructure and asset management requirements which could result in a significant increase in tax requisition for the service. Therefore, a key secondary objective is to generate revenue to limit and possibly reduce the taxation required for this service. The single biggest opportunity for revenue generation is through the development of land with other minor opportunities including landing/passenger/parking fees, fuel sales, and advertising opportunities.

Challenges/Opportunities for Development

To-date, development and leasing at the Long Beach Airport (LBA) has been limited due to a number of concerns including site servicing capacity and issues related to subdivision requirements including site contamination. This has created a situation where interested parties who would be willing to substantially invest at the LBA see the opportunities as high risk. There is also community-based development interest in the LBA lands including the Multiplex and Transit Maintenance/Storage Facility which do not have the same constraints or objectives for development and present an opportunity to utilize properties that would not support long-term registered leases without significant financial investment.

Site Servicing – There are concerns with the current capacity of the water and sewer systems at the LBA. Koers Engineering has been engaged to develop a servicing plan which is expected to be completed by the end of the year. This will determine current capacity for these systems, the limitations for development based on this capacity, what options there are for expanding these systems and associated costs for upgrades. Understanding the long-term servicing needs of a phased development plan of the Airport is key to enable any further development at the LBA.

Land Use Plan - The 2018 updated Land Use Plan has not yet been adopted, resulting in a lack of clarity on support for land use at the LBA. This is a key document to support development at this site and without an adopted plan, there will be a high burden on interested parties to conduct engagement for individual development proposals. ACRD staff time will be required to facilitate engagement with all of the interested parties on the West Coast including First Nations.

Contaminated Sites and Long-term Leasing Alternatives – Staff have engaged PGL Environmental to complete a Stage 1 Preliminary Site Investigation for all of the LBA land. The results of this are detailed in a separate report on this agenda. The results of this report will inform development planning and which areas would require further investigation and investment in order to meet requirements for registered long-term leasing. The next step will be to identify lease alternatives for these properties that may include License of Occupation, Non-registered Leases, or other Agreements to enable development on these sites.

Development Guidance The process for establishing long-term leases or alternative development agreements has not been undertaken at the LBA. With limited available funding, expertise and staff resources, this has presented a number of barriers which has limited current development to short-term leasing. The creation of a business and development plan would incorporate information and constraints from the water/sewer servicing plan, contaminated sites investigation and land use plan to create a framework to encourage highest value development/leasing opportunities throughout the entire site. Following this step, detailed guidelines and an application processes can be created to encourage and inform interested developers on how to proceed.

Action Plan to support Long-term Development and Investment in Land at the LBA:

- Stage 1 Contaminated Sites Report – finalize report and seek Federal funding for remediation of asbestos.
- Water/Sewer Servicing Plan – review options for site servicing and implement long-term infrastructure plans.
- Adoption of the Land-Use Plan – engagement with stakeholders, update, engage, update, adopt
- Business and Development Plan – engage a consultant for creation of this plan
- Development Guidelines – create guidelines and process

The steps above will need to be completed prior to pursuing any major developments at the LBA including a permanent campground for West Coast Workers. Once the first 4 items have been completed, it will be clear if there are any potential development areas/sites that would be suited for a campground development.

At that time, staff will need to address the following items that have been raised as specific concerns for a campground at the LBA:

- 1) Conflict with the Land Use Plan. The 2007 Tofino-Ucluelet Airport Land Use Plan specifically identified the following concern of “full-time residential use, even for civil servants and staff, is a cause for concern as this should not be permitted to develop into a new townsite”. The draft 2018 Updated Land Use Plan states this same intent. However, this updated plan has not yet been adopted and there is opportunity to review and reconsider this as a key value/mission of the plan.

- 2) Competition with existing business. There are many other campgrounds on the West Coast including the Long Beach Golf Course which provides campground sites on lands leased from the ACRD adjacent to the Airport. These businesses provide oversight, management, security and adequate servicing to offer relatively affordable camping sites in the area.
- 3) Staffing requirements for operation of a campground. Current staff are already overtaxed accomplishing the annual work plan to ensure proper maintenance and operation of the airport. Additional staffing would be required to manage a campground.
- 4) Return on Investment. Operation of a campground for west coast workers may have to be run at a revenue loss since the workers who have been illegally camping currently do not choose to utilize existing campground options available on the West Coast. Running a subsidized campground will not generate surplus revenues and does not support the airport goals.

It is important to note that the existing hazelwood lease area is not readily available for the ACRD to run as a campground. This site was established as a temporary solution for shift workers. This site will likely need to be redeveloped in order to be operated as a campground as it can currently only run at half capacity in order not to overwhelm the current sewer system. The completed Water/Sewer Servicing Plan will provide clarity on the servicing capacity at this location.

Time Requirements – Staff & Elected Officials:

The above action plan will require significant staff resources in order to be completed. If the committee supports the plan, an assessment of resourcing needs will be completed with the new CAO and resulting recommendations brought to the Board or Committee for consideration during the financial planning process.

Financial:

In April 2021, LBA received \$180,000 in grant relief funding that can be utilized to cover on-going operational costs at the airport and enables the ACRD to reallocate existing operational budgets towards work that was not previously in the financial plan or carry forward as a surplus. This funding has allowed staff to proceed with the Stage 1 Contaminated Sited Report and the Airport Servicing Plan. This funding could be allocated to undertake a business and development plan as well as fund short term staffing resources to support this action plan.

Strategic Plan Implications:

Economic recovery, sustainable capital reserves, partnerships and alignment.

Submitted by: Jenny Brunn
 Jenny Brunn, GM of Community Services

Approved by: Teri Fong
 Teri Fong, CPA, CGA, Acting Chief Administrative Officer



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3

Telephone (250) 720-2700 Fax (250) 723-1327

MEMORANDUM

To: ACRD Board of Directors

From: Mike Irg, General Manager of Planning and Development

Meeting Date: November 24, 2021

Subject: Public Hearing Report for Bylaws P1405 & P1406
RD19010 – Lot 771, Beauty Island, Great Central Lake (Day, Dirocco, Coates, Fleming,
Frechette, Sherwood)

Recommendation:

THAT the Board of Directors receive the public hearing report.

THAT the Board of Directors receive the public hearing minutes.

THAT Bylaw P1405, Sproat Lake Official Community Plan Amendment Bylaw be read a second time.

THAT Bylaw P1405, Sproat Lake Official Community Plan Amendment Bylaw be read a third time.

THAT Bylaw P1406, Regional District of Alberni-Clayoquot Zoning Text and Atlas Amendment Bylaw be read a second time.

THAT Bylaw P1406, Regional District of Alberni-Clayoquot Zoning Text and Atlas Amendment Bylaw be read a third time.

Background:

A public hearing for Bylaws P1405 & P1406 was held electronically using Zoom on Monday, November 15, 2021 at 7:00 pm. The hearing was chaired by John Jack, Chairperson for the Alberni-Clayoquot Regional District. ACRD staff Mike Irg, Charity Hallberg Dodds and Kathy McArthur participated in the hearing along with the applicants. No members of the public were present. Included with the public hearing minutes are six (6) referral agency comments (Appendix 'A'). There were no letters of public correspondence received prior to the hearing.

This application concerns an OCP amendment, zoning text amendment and a zoning map amendment. The applicants intend to rezone the property from Forest Reserve (A4) District to the proposed site-specific zone, Beauty Island (BI RVH) District in order to facilitate a three (3) lot subdivision.

RD19010



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT PUBLIC HEARING MINUTES November 15, 2021 – ELECTORAL AREA ‘D’

Minutes of a Public Hearing held electronically using Zoom, on Monday, November 15, 2021 at 7:00 pm.

Chair: John Jack, Chairperson, Alberni-Clayoquot Regional District Board of Directors
Staff: Mike Irg, Charity Hallberg Dodds and Kathy McArthur
Applicants: Terri Fleming, Kristin Fleming, Amber Day, Leanne Frechette, Tina-Marie Dirocco, Lorie Day, Debra Coates & Rick Sherwood, Agent Helen Sims
Members of the Public: 0

1. The hearing was called to order at 7:00 pm. Chair Jack recognizes and appreciates that we are holding this hearing within the traditional territories of the Tseshaht and Hupacasath First Nations.
2. Chair Jack introduces himself and Planning staff. Chair Jack explains that the hearing is being held electronically using Zoom, is live streaming and is being recorded. He then asks staff to explain Zoom features and hearing procedures.
3. M. Irg explains the use of Zoom, Zoom features and necessary hearing procedures. He also confirms that the hearing is being recorded and live streamed on our website, thanks the applicants for joining and invites any members of the public to participate noting instructions to join the Public Hearing zoom meeting are available on our website.
4. Chair Jack explains that the subject of the hearing is Bylaws P1405 & P1406. These bylaws are applicable to Lot 771, Beauty Island at Great Central Lake, and are necessary to facilitate a subdivision proposal. He asks that any questions about an unrelated topic be directed to staff after the hearing. He then asks staff to read out Notice of Public Hearing.
5. The notice is read by M. Irg as follows:

What: Public Hearing for Bylaws P1405 & P1406, Lot 771, Beauty Island, Great Central Lake – Terri Fleming, Kristin Fleming, Amber Day, Leanne Frechette, Tina-Marie Dirocco, Lorie Day, Debra Coates & Rick Sherwood, Property Owners

When: November 15, 2021 at 7:00 pm

Where: Electronic and call-in public attendance only

What it is about: A Public Hearing for residents and property owners within Electoral Area ‘D’ – Sproat Lake, will be held to consider Bylaws P1405 and P1406. Bylaw P1405 is a Sproat Lake Official Community Plan Amendment and Bylaw P1406 is a Zoning Text and Atlas Amendment to rezone LOT 771, CLAYOQUOT DISTRICT from Forest Reserve (A4) District to the proposed site-specific zone, Beauty Island (BI RVH) District in order to facilitate a three (3) lot subdivision.

How can I learn more: The Public Hearing will be held by the Director for Electoral Area ‘D’, the Alternate Director or the Chairperson of the Regional District. The Board resolution making this delegation, along with Bylaws P1405 and P1406, and relevant background documents, is available for review online at www.acrd.bc.ca/events/15-11-2021/. Planning staff are available to answer questions in person, through



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT PUBLIC HEARING MINUTES November 15, 2021 – ELECTORAL AREA ‘D’

email, or by phone during normal office hours 8:00 am to 4:30 pm, Monday through Friday, from November 1, 2021 to November 15, 2021, excluding weekends and statutory holidays.

How can I provide input: During the COVID-19 pandemic, providing an opportunity for public input and safeguarding public health are top priorities for the ACRD. Consider written submissions as an effective means to provide your input. Anyone who feels their interest in property will be affected by the proposed bylaws will be afforded a reasonable opportunity to be heard. Options include participating in the Public Hearing by electronic means using Zoom video conferencing or teleconferencing, and/or submitting correspondence to the ACRD.

If you wish to participate in the Public Hearing electronically or by phone, full instructions to do so are available on our website at www.acrd.bc.ca/events/15-11-2021/ or can be provided by contacting Planning staff by email at planning@acrd.bc.ca or by phone at 250-720-2700. This Public Hearing will be recorded and livestreamed on our website. Written correspondence can be submitted to the ACRD by one of the following methods:

Hard copy delivered to the ACRD office in person, in the drop slot or by mail to the Planning Department at the address below.

Email sent to planning@acrd.bc.ca before 4:00 pm, November 15, 2021. Email correspondence will only be considered received if receipt confirmation is provided by ACRD staff.

Fax sent to 250-723-1327 before 4:00 pm, November 15, 2021. Fax correspondence will only be considered received if receipt confirmation is provided by ACRD staff.

All correspondence must be received by the ACRD no earlier than 8:00 am on November 1, 2021 and no later than 4:00 pm on November 15, 2021. Correspondence submitted and/or received outside of these parameters will not be included in the Public Hearing.

Who do I contact if I have questions: Planning Department, Regional District of Alberni-Clayoquot, 3008 Fifth Avenue, Port Alberni, BC V9Y 2E3, Telephone: 250-720-2700, Fax: 250-723-1327, Email: planning@acrd.bc.ca

6. Chair Jack explains the purpose of the public hearing and that minutes are being taken. He then asks staff to introduce the proposal.
7. M. Irg introduces the proposal and includes the following:
 - This application concerns an OCP amendment, zoning text amendment and a zoning map amendment to rezone the property from Forest Reserve (A4) District to the proposed site-specific zone, Beauty Island (BI RVH) District in order to facilitate a three (3) lot subdivision.
 - Zone would allow for a maximum of four (4) lots, owners only intend to create three (3) lots.
 - Conditions of adoption of Bylaws P1405 and P1406 are subject to support from the Tseshaht First Nation and Hupacasath First Nation, confirmation of suitable parking facilities at the east end of Great Central Lake, all docks complying with the Provincial standards, and the uninhabited cabin being demolished or brought into compliance with the BC building code, owners intend to have this done supported by a notarized letter.
 - M. Irg explains there were six (6) referral agency comment forms received (Appendix ‘A’). The Ministry of Transportation and Infrastructure, Hupacasath First Nation, Tseshaht First Nation, School



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT PUBLIC HEARING MINUTES November 15, 2021 – ELECTORAL AREA ‘D’

District 70, Vancouver Island Health and the ACRD Building Department noted no objections and interests unaffected. Copies of the agency referrals are available for review on the ACRD website and will be a part of the Public Hearing report considered by the Board of Directors.

- No letters of public correspondence received prior to the Public Hearing.
- Subject property is an island, accessible only by water, current zoning allows for one permanent residence, has been seasonal vacation use since developed.

8. Chair Jack invites the applicant to add any information or comments.
9. H. Sims, Prism Land Surveying, 223 Fern Road West, agent, for the applicant, purpose of application is to give individual ownership to 8 owners on title by percentage. After the survey, water level is higher than when the original district lot was created in 1908, will be a large return to crown around perimeter of island. 5.4 hectares (13.3 acres) shared ownership structure plan, Lot 1 50% (2.7 hectares), Lot 2 25% (1.35 hectares), Lot 3 25% (1.35 hectares). Registered Onsite Wastewater Practitioner report meets Island Health standards. No objections from referrals. Zone allows seasonal residential use of one cabin per lot, maximum size 150 sq. meters and 1 accessory building, 40 sq. meters.
10. Chair Jack invites the public to add any information or comments providing instructions how to comment requesting name and address.
11. M. Irg comments there are no public in attendance and inviting the owners to comment.
12. No comments from the owners.
13. Chair Jack invites anyone to add any information or comments.
14. No comments.
15. Chair Jack explains that no new information can be received by members of the Board of Directors between the end of the hearing and the Board meeting scheduled for November 24th. If any Board member does so, the hearing would be invalidated and would have to be held again. He clarifies that the applicants and members of the public are welcome to speak to ACRD staff, but not to Board members.
16. Chair Jack invites anyone to add any additional information or comments.
17. No comments.
18. Chair Jack calls three times for further representations and comments from the public. Hearing none, the hearing is terminated at 7:19 pm.

Certified Correct: 
John Jack, Chairperson

Minutes Prepared by: 
Kathy McArthur, Planning Assistant



Hupacasath First Nation

5500 Ahahswinis Drive
PO Box 211
Port Alberni, BC V9Y 7M7
Tel: 250-724-4041
Fax: 250-724-1232

Charity Hallberg Dodds
Planning Assistant ACRD
3008 Fifth Avenue
Port Alberni, BC, V9Y 2E3

February 16, 2021

Dear Charity,

RE: P1405 RD 19010

The Hupacasath First Nation has now completed a comprehensive review of your referral for P1405 RD 19010

. The proposed development in your referral was reviewed to assess potential effects on aboriginal rights and title. The review took into consideration Hupacasath's Land Use Plan, traditional use and cultural heritage resource information, previous archaeological work, comments from Hupacasath community members, local knowledge, current use, and specifics about the site location.

Based on the nature and scope of the proposed development outlined in the referral, Hupacasath do not have any known concerns that need to be addressed. However, in the event that the nature and scope of the proposed development changes additional review and consultation will be required. Or, if previously unidentified cultural heritage resources are found during development, our office should be contacted immediately.

Thank you for your attention to these comments.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Brandy Lauder'. The signature is fluid and cursive, written over a light blue horizontal line.

Brandy Lauder
Natural Resource Manager
Hupacasath First Nation





Tseshahat First Nation

Sept 13, 2021

Mike Irg, MCIP, RPP GM of Planning and Development
ACRD, 3008 Fifth Avenue, Port Alberni, B.C. CANADA V9Y 2E3 T

Dear Mike

Re: Beauty Island, Great Central Lake LOT 771, CLAYOQUOT DISTRICT
ACRD FILE NO: RD19010

Applicants intend to rezone the property from Forest Reserve (A4) District to the proposed site-specific zone, Beauty Island (BI RVH) District in order to facilitate a three (3) lot subdivision.

Tseshahat has reviewed this rezoning/subdivision application of the property at Beauty Island that falls within our Tseshahat territory. At this time, with this application, Tseshahat has no objections to application. Based on their plan of upgrading their septic fields. Thank you for reaching out. If anything changes, please contact Tseshahat First Nations

If you have any current questions or require further information about our correspondence. Please contact Len Watts Referral Analyst by email lwatts@tseshahat.com or phone 250-7241225

Sincerely,

Len L Watts
Tseshahat Referral Analyst



**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3 Telephone (250) 720-2700 Fax (250) 723-1327

BYLAW RESPONSE SUMMARY

BYLAW NO.'s: P1405 & P1406 ACRD FILE NO.: RD19010

APPLICANT NAMES: Flemming, Day, Frechette, Dirocco, Coates and Sherwood

AGENT: Helens Sims, Fern Road Consulting

ACRD CONTACT: Mike Irg, GM of Planning & Development

Date of Referral: February 10, 2021

Approval Recommended for Reasons
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to
Conditions Below

Approval NOT Recommended Due to
Reasons Outlined Below

Agency (please print): _____

Name (please print): _____ Title: _____

Signature: BM _____ Date: _____

From: [Kelly, Brendan TRAN:EX](#)
To: [Charity Hallberg Dodds](#)
Subject: RE: Bylaws P1405 and P1406 Referral Request - Beauty Island, Great Central Lake
Date: March 10, 2021 3:21:27 PM

MoT File: 2021-01378

The Ministry of Transportation and infrastructure has no objections to the proposed OCP and Zoning Bylaw Amendments, however this response is not to be construed as subdivision approval.

Brendan Kelly
Senior Development Services Officer
Ministry of Transportation and Infrastructure
Vancouver Island District
250-331-9903

From: Charity Hallberg Dodds <chdodds@acrd.bc.ca>
Sent: February 10, 2021 9:08 AM
To: Hendy, Timothy TRAN:EX <Timothy.Hendy@gov.bc.ca>; 'HPES.PortAlberni@viha.ca' <HPES.PortAlberni@viha.ca>; XT:Cheetham, Lindsay EDUC:IN <lcheetham@sd70.bc.ca>; Darren Mead-Miller <executivedirector@tseshaht.com>; 'brandy@hupacasath.ca' <brandy@hupacasath.ca>; Brett Mortlock <bmortlock@acrd.bc.ca>; Thingsted, Anette FLNR:EX <Anette.Thingsted@gov.bc.ca>; Kelly, Brendan TRAN:EX <Brendan.Kelly@gov.bc.ca>
Cc: XT:lrg, Mike Alberni-Clyoquot Regional District EAO:IN <mirg@acrd.bc.ca>; Alex Dyer <adyer@acrd.bc.ca>
Subject: Bylaws P1405 and P1406 Referral Request - Beauty Island, Great Central Lake

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Please see attached referral package and response form. We value your input and would appreciate a response by March 10, 2021. Let us know if you have questions or would like additional information.

Thank you in advance.

Charity Hallberg Dodds
Planning Assistant
Alberni-Clayoquot Regional District
Phone: (250) 720-2701
Fax: (250) 723-1327

This email is confidential and may be privileged. Any use of this email by an unintended recipient is prohibited. If you receive this email in error please notify me immediately and delete it.



**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3 Telephone (250) 720-2700 Fax (250) 723-1327

BYLAW RESPONSE SUMMARY

BYLAW NO.'s: P1405 & P1406 ACRD FILE NO.: RD19010

APPLICANT NAMES: Flemming, Day, Frechette, Dirocco, Coates and Sherwood

AGENT: Helens Sims, Fern Road Consulting

ACRD CONTACT: Mike Irg, GM of Planning & Development

Date of Referral: February 10, 2021

Approval Recommended for Reasons
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to
Conditions Below

Approval NOT Recommended Due to
Reasons Outlined Below

Agency (please print): School District 70 Pacific Rim

Name (please print): Lindsay Cheetham

Title: Secretary-Treasurer

Signature: _____

Date: February 10, 2021



**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3 Telephone (250) 720-2700 Fax (250) 723-1327

BYLAW RESPONSE SUMMARY

BYLAW NO.'s: P1405 & P1406 ACRD FILE NO.: RD19010

APPLICANT NAMES: Flemming, Day, Frechette, Dirocco, Coates and Sherwood

AGENT: Helens Sims, Fern Road Consulting

ACRD CONTACT: Mike Irg, GM of Planning & Development

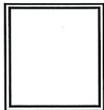
Date of Referral: February 10, 2021



Approval Recommended for Reasons
Outlined Below



Interests Unaffected by Bylaw



Approval Recommended Subject to
Conditions Below



Approval NOT Recommended Due to
Reasons Outlined Below

Island Health will have an opportunity to review the subdivision application through the referral process with the Ministry of Transportation and Infrastructure to ensure the proposal meets the intent of Island Health's Subdivision Standards.

Due to our COVID-19 response, there was no Healthy Built Environment lens provided to this referral. If your office would like that additional lens, contact HBE@viha.ca for follow up.

Agency (please print): Island Health

Name (please print): Leni Rose

Title: Environmental Health Officer

Signature: Leni Rose

Digitally signed by Leni Rose
Date: 2021.03.10 16:11:14 -08'00'

Date: 10-MAR-21

P1405 REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1405

**A BYLAW TO AMEND BYLAW NO. P1310
SPROAT LAKE OFFICIAL COMMUNITY PLAN**

WHEREAS by Section 478(2) of the *Local Government Act*, all bylaws enacted by the Regional Board must be consistent with an existing official community plan;

AND WHEREAS the Regional Board may amend an existing official community plan;

NOW THEREFORE the Board of Directors of the Regional District of Alberni-Clayoquot in open meeting assembled enacts as follows:

1. TITLE
This bylaw may be cited as the Sproat Lake Official Community Plan Amendment Bylaw No. P1405.
2. Schedule B, the plan map, is hereby amended by redesignating LOT 771, CLAYOQUOT DISTRICT from "Recreational Residential Use" to "Comprehensive Development Area" as shown on Schedule 'A' which is attached to and forms part of this bylaw.
3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this 22nd day of July, 2020
Public hearing held this 15th day of November, 2021
Read a second time this day of , 2021
Read a third time this day of , 2021

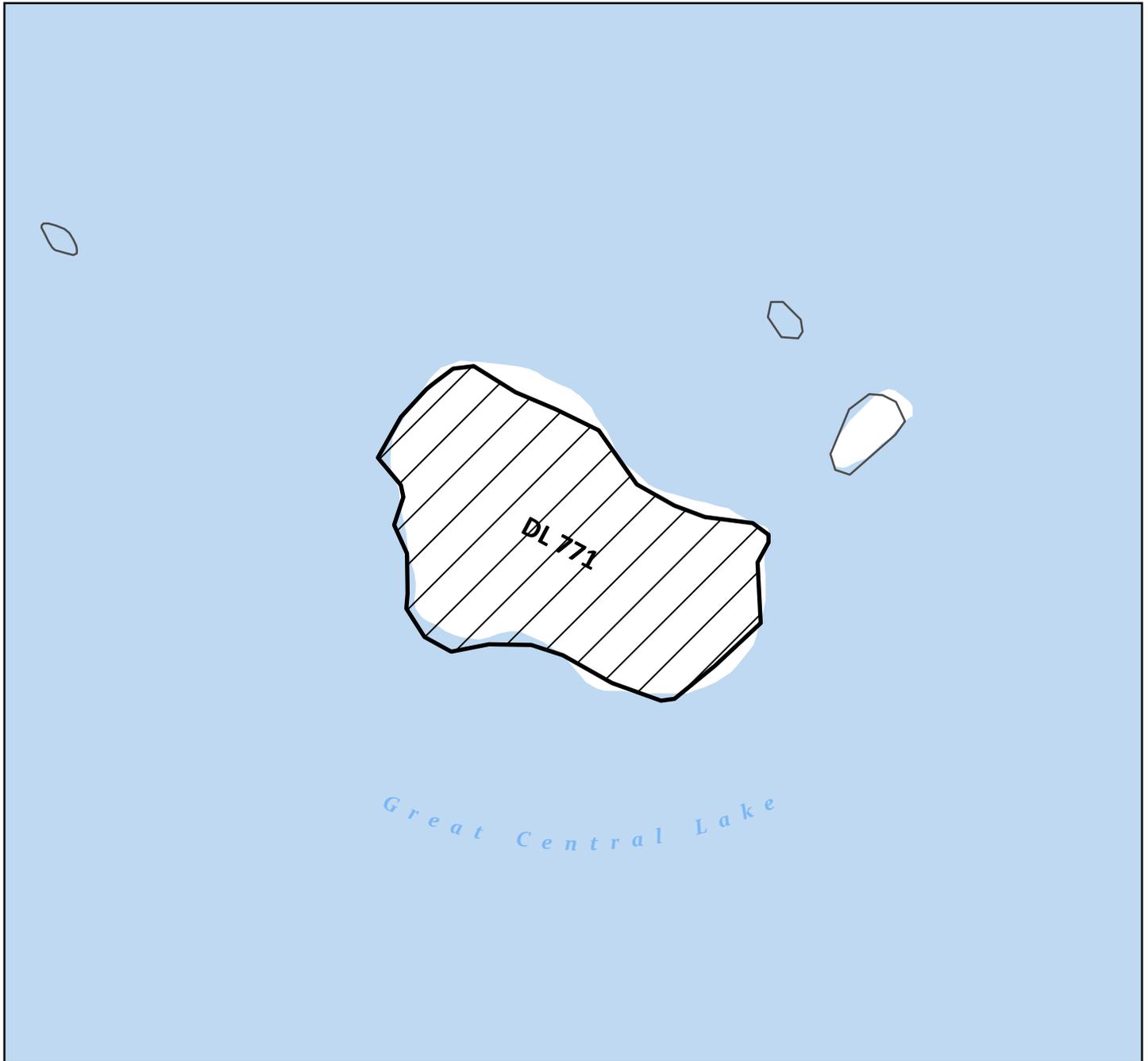
Adopted this day of , 2021

Corporate Officer

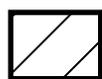
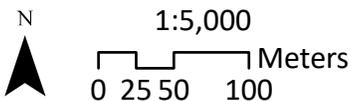
Chair of the Regional Board

Schedule 'A'

This schedule is attached to and forms part of Bylaw P1405 to Amend Sproat Lake OCP



P1405 - Beauty Island
Legal Desc.: Lot 771, Clayoquot District



Re-designating from "Recreational Residential Use" to "Comprehensive Development Area"

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1406

**OFFICIAL ZONING TEXT AMENDMENT AND
OFFICIAL ZONING ATLAS AMENDMENT NO. 723**

A bylaw of the Regional District of Alberni-Clayoquot to amend Bylaw No. 15, being the “Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971”.

WHEREAS the *Local Government Act* authorizes the Regional Board to amend a zoning bylaw after a public hearing and upon the affirmative vote of the directors in accordance with Sections 464, 465, 470 and 479 of the *Local Government Act*;

AND WHEREAS an application has been made to rezone a property;

AND WHEREAS the Board of Directors of the Regional District of Alberni-Clayoquot, in open meeting assembled, enacts the following amendments to the Official Zoning Text and the Official Zoning Atlas of the Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971:

1. TITLE

This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Text and Atlas Amendment Bylaw No. P1406.

2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot text is hereby amended by:

- a. Adding a new section 166 Beauty Island (BI RVH) District” to read as follows:

“ 166 Beauty Island (BI RVH) District

This District provides for low-density development of large parcels intended for recreational use without the provision of water, sewer, sewage disposal, drainage or fire protection services by the Regional District. The natural setting and environmental features will be protected and preserved through large lot sizes and low density.

166.1 Permitted Uses

- (1) One Single Family Dwelling per lot which is constructed on the site on which it will be occupied, which is not to be occupied as the permanent home or residence of any family, but rather as a vacation or seasonal residence for a family maintaining a permanent residence elsewhere;
- (2) One Accessory building;

166.2 Density

- (1) One (1) Single Family Dwelling per lot;
- (2) the minimum lot size shall be one (1) hectare (2.47 acres);
- (3) the maximum number of lots shall not exceed four (4) lots;
- (4) the maximum floor area of a Single Family Dwelling unit shall not exceed 150 square meters (1,614 square feet) in floor area;
- (5) the maximum floor area for an accessory building shall not exceed 40 square meters (430 square feet) and the height shall not exceed 3.66 meters (12 feet). ”

b. Including the following line item to Section 200, Schedule II – Bulk and Site Regulations:

Zoning District or Use	Minimum Lot Width (feet)	Minimum Lot Area	Maximum Lot Coverage	Minimum Setbacks (feet)			Maximum Height (feet)
				Front	Rear	Side	
BI RVH	150	2.5 acres	5%	50	30	15	30

c. Including “BI RVH” on the line that references “R” Districts in Section 4.3, Interpretation.

d. Including “166 Beauty Island RVH (BI RVH) District” in Section 5.1, Designation of Districts, under Comprehensive Development Use.

3. Bylaw No. 15 of the Regional District of Alberni-Clayoquot atlas is hereby amended by rezoning LOT 771, CLAYOQUOT DISTRICT from Forest Reserve (A4) District to Beauty Island (BI RVH)) District as shown on Schedule A which is attached to and forms part of this bylaw.
4. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this 22nd day of July, 2020

Public Hearing held this 15th day of November, 2021

Read a second time this day of 2021

Read a third time this day of 2021

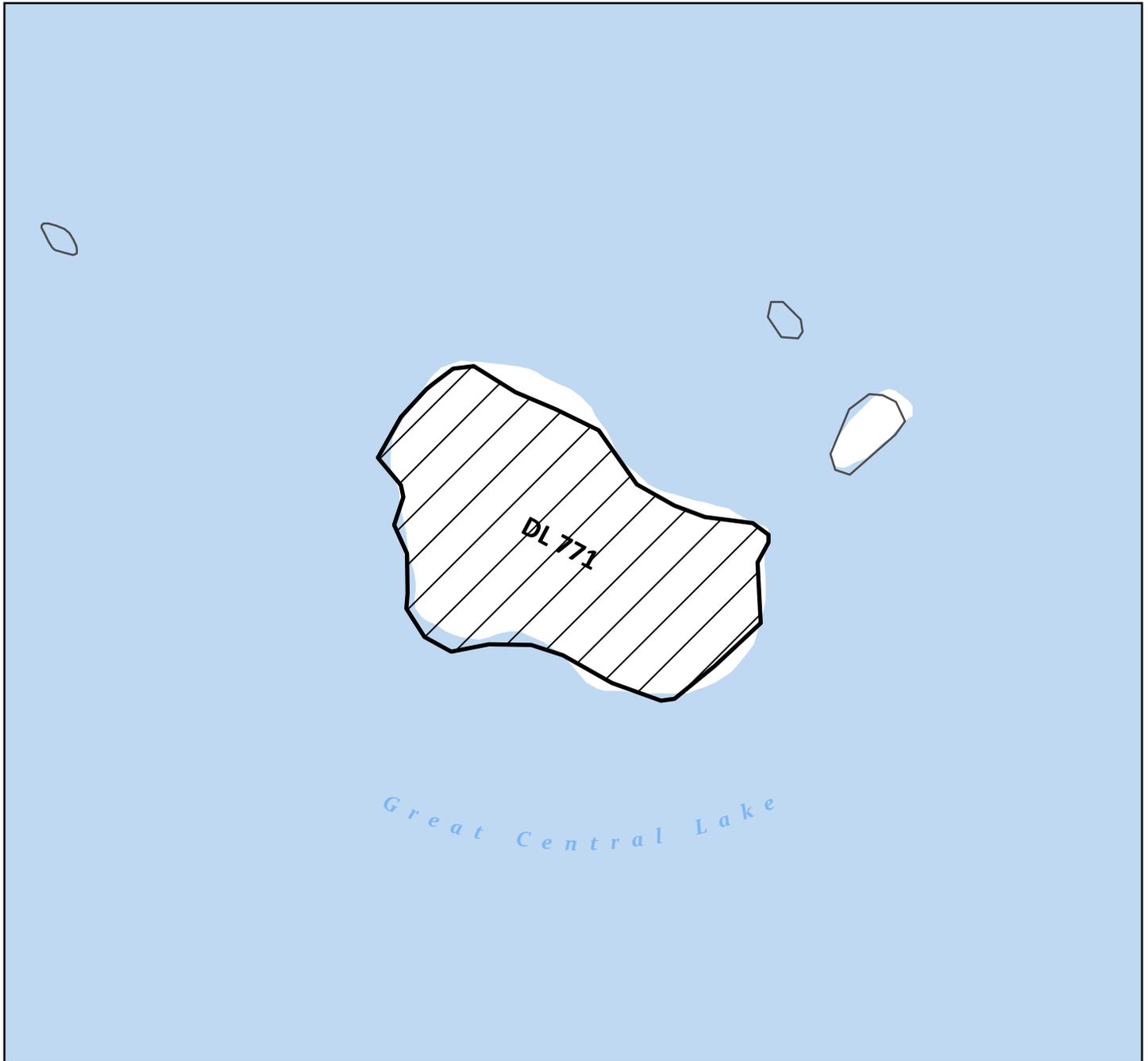
Adopted this day of 2021

Corporate Officer

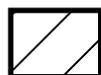
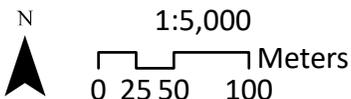
Chair of the Regional Board

Schedule 'A'

This schedule is attached to and forms part of
Bylaw P1406 to Amend Official Zoning Atlas



P1406 - Beauty Island
Legal Desc.: Lot 771, Clayoquot District



Re-zoning from "Forest Reserve (A4) District" to
"Beauty Island (BI RVH) District"



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3 Telephone (250) 720-2700 Fax (250) 723-1327

MEMORANDUM

To: ACRD Board of Directors
From: Charity Hallberg Dodds, Planning Technician
Meeting Date: November 24, 2021
Subject: DVE21004, Lindsay and Wayne Mallon, 5637 Tomswood Road, Port Alberni

Recommendation: *THAT the Board of Directors issue development variance permit DVE21004.*

Summary: At the October 27, 2021 Board meeting, the Board of Directors considered development variance permit application DVE21004 for the property located at 5637 Tomswood Road, legally described as THAT PART OF BLOCK 3 DISTRICT LOT 100 ALBERNI DISTRICT PLAN 1008 SHOWN COLOURED RED ON PLAN DEPOSITED UNDER DD 26959I.

The Board resolved that this application proceed to the next stage of the variance process. This involved notifying all neighbouring property owners and residents within 100 meters of the property, which was completed on November 5, 2021. To date, no correspondence from members of the public has been received. If correspondence is received prior to the November 24, 2021 Board meeting, staff will inform the Board.

The development variance permit would reduce the required front yard setback from 7.62 m (25 ft) to 3.3 m (10.83 ft) and the required side yard setback from 4.572 m (15 ft) to 2 m (6.56 ft), in the Small Holdings (A1) District, to facilitate siting and construction of a detached accessory building.

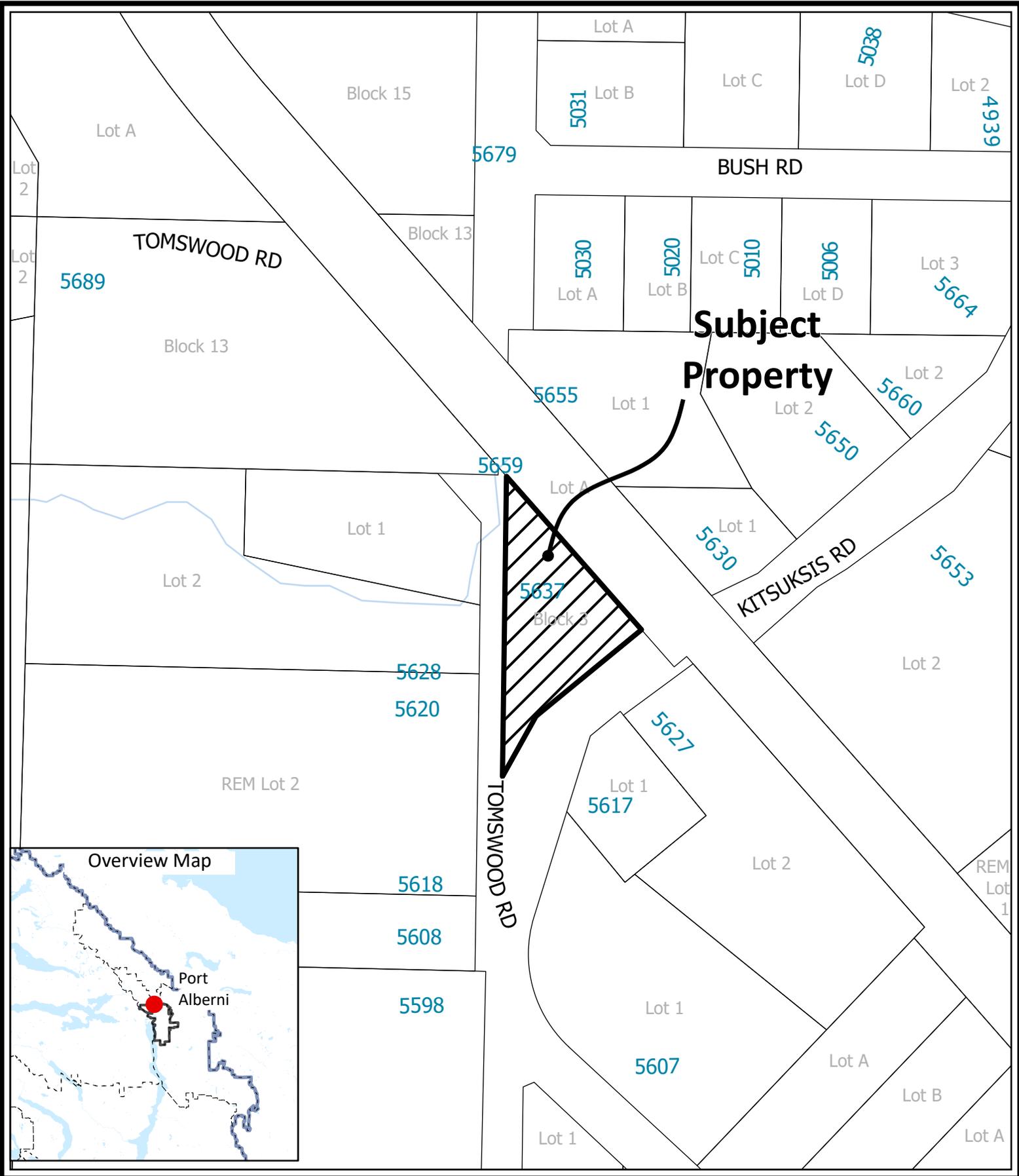
Submitted by: Charity Hallberg Dodds
Charity Hallberg Dodds, Planning Technician

Reviewed by: Alex Dyer
Alex Dyer, MCIP, RPP, Planning Manager

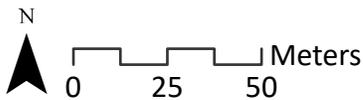
Reviewed by: Teri Fong
Teri Fong, CPA, CGA, Acting Chief Administrative Officer

DVE21004

Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuułuʔiłʔatᐢ Government, Huu-ay-aht First Nations, Uchucklesaht Tribe, Toquaht Nation
Electoral Areas "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) & "F" (Cherry Creek)



Legal Description: THAT PART OF BLOCK 3 DISTRICT LOT 100
 ALBERNI DISTRICT PLAN 1008 SHOWN COLOURED RED ON PLAN
 DEPOSITED UNDER DD 26959I





ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3 Telephone (250) 720-2700 Fax (250) 723-1327

DEVELOPMENT VARIANCE PERMIT NO. DVE21004

Whereas, pursuant to Section 498 of the *Local Government Act*, a local government may by resolution, on application of a property owner, vary the provisions of a bylaw under Division 5 of Part 14 of the *Local Government Act*;

A Development Variance Permit is hereby issued to:

Name: Lindsay and Wayne Mallon
Address: 5637 Tomswood Road, Port Alberni

With respect to:

Legal Description: THAT PART OF BLOCK 3 DISTRICT LOT 100 ALBERNI DISTRICT PLAN 1008 SHOWN COLOURED RED ON PLAN DEPOSITED UNDER DD 26959I

PID: 008-129-452

The provisions of the Regional District of Alberni-Clayoquot Bylaw No. 15 are hereby varied as follows:

- i. Development variance of the ACRD Zoning Bylaw, Section 6.5 Accessory Buildings and Uses, to reduce the required front yard setback from 7.62 m (25 ft) to 3.3 m (10.83 ft) and the required side yard setback from 4.572 m (15 ft) to 2 m (6.56 ft), in the Small Holdings (A1) District, to facilitate siting and construction of a detached accessory building.

In accordance with the provision of Section 498 of the *Local Government Act*, approval of this permit was given by resolution of the Board of the Regional District of Alberni-Clayoquot on _____, 2021.

This permit was issued under the seal of the Regional District of Alberni-Clayoquot on _____, 2021.

Teri Fong, CPA, CGA
Acting Chief Administrative Officer

Chair of the Board of Directors

DVE21004



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3

Telephone (250) 720-2700 Fax (250) 723-1327

MEMORANDUM

To: ACRD Board of Directors
From: Charity Hallberg Dodds, Planning Technician
Meeting Date: November 24, 2021
Subject: RF17010 – 2996 Highmoor Road (Aspell)

Recommendation:

- 1) THAT Bylaw P1433, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be adopted.

Background:

Bylaw P1433 received second and third readings on November 10, 2021 following a public hearing held on November 1, 2021. The applicants have satisfied all conditions of rezoning and planning staff recommend that Bylaw P1433 be adopted.

Submitted by: Charity Hallberg Dodds
Charity Hallberg Dodds, Planning Technician

Reviewed by: Alex Dyer
Alex Dyer, MCIP, RPP, Planning Manager

Approved by: Teri Fong
Teri Fong, CPA, CGA, Acting Chief Administrative Officer

RF17010

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1433

OFFICIAL ZONING ATLAS AMENDMENT NO. 742

A bylaw of the Regional District of Alberni-Clayoquot to amend Bylaw No. 15, being the “Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971”.

WHEREAS the *Local Government Act* authorizes the Regional Board to amend a zoning bylaw after a public hearing and upon the affirmative vote of the directors in accordance with Sections 464, 465, 470 and 479 of the *Local Government Act*;

AND WHEREAS an application has been made to rezone a property;

AND WHEREAS the Board of Directors of the Regional District of Alberni-Clayoquot, in open meeting assembled, enacts the following amendment to the Official Zoning Atlas of the Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971:

1. TITLE
This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw No. P1433.
2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning LOT 1 DISTRICT LOT 19 ALBERNI DISTRICT PLAN VIP83791 from Small Holdings (A1) District to Acreage Residential (RA2) District as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.
3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this 28th day of July, 2021
Public Hearing held this 1st day of November, 2021
Read a second time this 10th day of November, 2021
Read a third time this 10th day of November, 2021

Approved by the Province as per the *Transportation Act* this 17th day of November, 2021

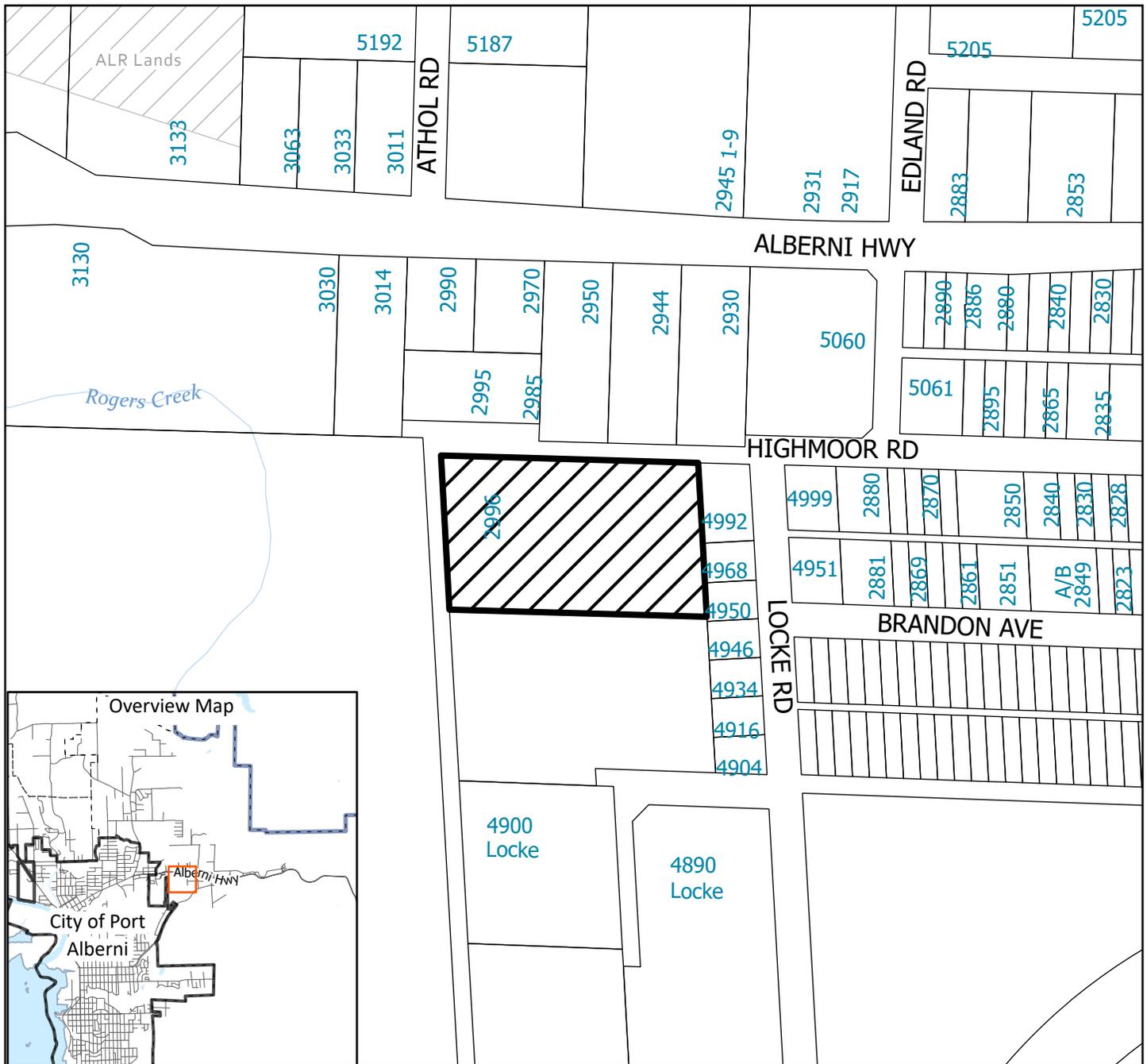
Adopted this day of ,

Corporate Officer

Chair of the Regional Board

Schedule 'A'

This schedule is attached to and forms part of
Bylaw P1433



P1433 Aspell
Legal Description: LOT 1 DISTRICT LOT 19 ALBERNI DISTRICT PLAN
VIP83791



0 40 80 Meters



To be rezoned from Small Holdings (A1) District to Acreage Residential (RA2) District



TEMPORARY USE PERMIT APPLICATION

TO: ACRD Board of Directors

MEETING DATE: November 24, 2021

FROM: Mike Irg, GM of Planning and Development

TEMPORARY USE PERMIT

APPLICATION #: TUP20005 (Application to Renew TUP17010)

APPLICANTS: Heather Powell, Owner (OTG Developments, Agent)

LEGAL

DESCRIPTION: LOTS 21 & 22, DISTRICT LOT 18, ALBERNI DISTRICT, PLAN 906

LOCATION: 3133 Alberni Highway, Port Alberni

ELECTORAL AREA: "F" Cherry Creek

Applicant's Intention: The owner has hired OTG Developments to assist with this application and has submitted a new TUP application to allow 35 commercial RV campsites at 3133 Alberni Highway.

Recommendation: THAT the Board of Directors confirm the 17 conditions listed below are a requirement for proceeding with TUP20005, as per the Board resolution from July 28, 2021, including limiting the campground to 22 campsites.

At the July 28, 2021 Board meeting the Board of Directors passed a resolution to consider issuing Temporary Use Permit TUP20005, subject to:

- Neighbouring properties being notified as per section 494 of the Local Government Act;
- The applicant agreeing to proposed conditions of TUP20005 numbered 1 through 17 (listed below);
- Positive referral responses from Island Health, Cherry Creek Fire Department, and MOTI;
- Limiting the number of campsites to 22 prior to the TUP being issued;
- Holding a public meeting to allow for public input; and
- Require that the owner provide a security to guarantee the performance of the terms of the permit as per section 496 of the Local Government Act.

Conditions:

1. This permit is only applicable to that part of the lands not within the Agricultural Land Reserve.
2. For the purposes of this temporary use permit, "campground" means a site operated and occupied for part of the year only for transient occupation in a recreational vehicle. For clarity a "campground" is not a mobile home park, or motel, or hotel, or auto court.

TUP20005

3. This permit is issued for a campground containing a maximum of 22 campsites.
4. The campground may be operated 365 days of the year.
5. Individual campsites may only be occupied on a temporary basis by an individual occupant for a maximum of 180 days.
6. Individual campsites must be a minimum of 120 square meters.
7. All campsites are to be clearly marked and delineated.
8. The owner must ensure a minimum distance of 5 meters is maintained between individual recreational vehicles occupying individual campsites.
9. No campsites or associated campsite use to be located within the Agricultural Land Reserve portions of the properties.
10. Access within the campground to be maintained and clearly marked.
11. No permanent structures to be erected within the individual campsites.
12. Maintain a 5 meter vegetation buffer on the west and east sides of that portion of the properties that are subject to the temporary use permit.
13. The property owner must comply with all conditions required by the Ministry of Transportation and Infrastructure.
14. The property owner must comply with all conditions required by the Cherry Creek Fire Department.
15. The property owner must comply with all conditions required by Island Health.
16. There is to be no vegetation removal within 15 meters of any streams.
17. If any conditions of this permit are not met, or if there is a change of ownership of the property, the ACRD may rescind or terminate the temporary use permit.

Comments:

The original application was for a temporary commercial use permit for a 22 site campground / RV park which expired in May 2020. Once the TUP expired, the number of RV campsites increased to 31. On December 10, 2020, staff observed 26 RVs onsite and fill that has been brought onto the property. On March 29, 2021, staff observed 31 RVs onsite (one of the RVs is owned by the applicant), on April 21st 30 RVs, and on November 1st 24 RVs. The owner has provided an email indicating the number of campsites will be reduced to 22 by December 1, 2021. Staff note that this is 18 months after the original TUP expired.

A public meeting scheduled for September 23, 2021 was cancelled, as the owner had not provided information requested by staff that was to be available at the public meeting. This application for a 35-site RV campground was only received after ACRD legal counsel wrote to the owner advising of the bylaw infractions and consequences of not complying.

Staff was clear with the owner's agent that the Board resolved to consider this TUP with all 17 conditions, including the limit of 22 campsites and the 180 day maximum individual occupancy.

The original TUP application was made for 22 campsites. The ACRD zoning bylaw definition of a campground is: "campground means a site operated and occupied for part of the year only as temporary accommodations for holiday makers in tents and recreational vehicles; but a campground is not a mobile home park."

TUP20005

The use of this property to have RVs as permanent or long-term accommodations is not what was intended in the original 2017 application.

If the Board wishes to issue this temporary use permit with 22 campsites, and then consider a rezoning application, staff recommends issuing the temporary use permit for the maximum amount of time permitted under the LGA, which is three years. A temporary use permit allows the ACRD to require conditions that are not allowed under zoning regulations, including security requirements and the ability to revoke the TUP. For the duration of the TUP, the ACRD can monitor the operations of the campsite to ensure compliance with the conditions of the TUP. As well, when the TUP expires, the property must be returned to its original condition if the Board determines it is not in the public interest to rezone to a campground use.

If the Board wishes to proceed with this TUP application, the next step would be to hold a public meeting and then bring the TUP back to the Board to consider issuing the TUP.

Options:

- 1/ The Board consider a temporary use permit for a 35 RV site campsite with year round occupancy.
- 2/ The Board deny the TUP application.

Prepared by:

Michael Irg

 Mike Irg MCIP, RPP, GM of Planning and Development

Reviewed by:

Teri Fong

 Teri Fong CPA, CGA, Acting Chief Administrative Officer

TUP20005



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 3008 Fifth Avenue, Port Alberni, BC V9Y 2E3
 Phone: (250) 720-2700 Fax: (250) 723-1327

APPLICATION FOR DEVELOPMENT

- | | |
|---|---|
| <input type="checkbox"/> Official Community Plan Amendment
<input type="checkbox"/> Zoning Map Amendment
<input type="checkbox"/> Zoning Text Amendment
<input type="checkbox"/> Development Permit
<input type="checkbox"/> Development Variance | <input type="checkbox"/> Minimum Parcel Frontage Waiver
<input type="checkbox"/> Board of Variance Application
<input checked="" type="checkbox"/> Temporary Commercial Use Permit
<input type="checkbox"/> Temporary Industrial Use Permit
<input type="checkbox"/> Other: _____ |
|---|---|

Applicant/Property Owner Information	Agent Information (if applicable)
Name: 1047819 BC Ltd. Heather Powers	Name: OTG Developments Ltd. (Shannon Webb)
Mailing Address: #1-924 ISLAND HIGHWAY EAST PARKSVILLE, B.C. V9P 1R6	Mailing Address: Unit 520 - 45715 Hocking Avenue Chilliwack, B.C. V2P 6Z6
Telephone: 250.607.7054	Telephone: 250.686.5793
Fax:	Fax:
Cell:	Cell:
Email:	Email: shannon@otgdevelopments.com

- Legal Description: LOT 21, DISTRICT LOT 18, ALBERNI DISTRICT, PLAN 906 EXCEPT PART IN PLAN 2051 RW
- Particulars of Proposed Development:
 - Existing OCP Designation: Recreational Use
 - Proposed OCP Designation: _____
 - Text Amendment: _____
 - Existing Zone: Recreation Commercial District (C7) and Small Holdings District (A1)
 - Proposed Zone: _____
 - Within the Agricultural Land Reserve (ALR)?: No
 - Within a Development Permit Area?: Yes
 - Method of Sewage Disposal: Onsite Septic
 - Method of Water Supply: Cherry Creek Improvement District
- Other (explain): _____
- Describe the existing land use of the subject property: An existing RV park under expired TUP 17010 which is located on the southern portion of Lots 21 & 22 of 3133 Alberni Highway.

- Describe the existing land use of lands adjacent to the subject property:

North: Two lots which form part of Hollies Executive Golf Course (A2 Zone)

South: Single-family residential (A1 Zone)

East: Single-family residential (A1 Zone)

West: Single-family residential (RA2 and A1)

- Describe the proposed development of the subject property (attach additional pages if necessary):

An RV park with up to 35 sites located on the non-ALR portion of the subject properties

- Reasons and comments in support of the application (attach additional pages if necessary):

See attached cover letter.

- The following information is required. Failure to provide any of the following may delay the application.

A sketch/plan of the subject property showing:

- the legal boundaries and dimensions of the subject property;
- boundaries, dimensions, and area of any proposed lot (if subdivision is being proposed);
- the location of permanent building and structures on the subject property with distances to property lines;
- the location of any proposed building, structures, or additions hereto, with distances to property lines;
- the location of any existing sewage disposal systems and/or property water source; and
- topographic features (rock outcroppings, etc.).

- Additional or more detailed information may be requested by the Regional District following review of your application.

If the Regional District believes it to be necessary for the property boundaries and the location of buildings and structures to be more accurately defined, a plan prepared by a registered BC Land Surveyor may be required.

I accept responsibility for delays in processing caused by incorrect or insufficient submission. Personal information contained on this form is collected under the *Local Government Act*. Contact the Planning Department if you have any further questions.

I hereby grant Regional District staff full right of access to the subject property, during the hours of 8:00 am until 4:30 pm, Monday to Friday, except statutory holidays, while this application is in effect; and

I/We hereby declare that the information provided in this application is, to the best of my/our knowledge, true and correct in all respects, and I/we enclose the required fee with this application.

NOTE: All items submitted as part of the application will not be returned to the applicant and are subject to the *Freedom of Information and Privacy Act*. All relevant correspondence will be provided to both the applicant and the agent when applicable.

Applicant/Owner Signature: S Webb

Applicant/Owner Signature: See attached Letter

Date: 18 October 2021

From: [Riverbend Resort - Heather](#)
To: [Mike Irg](#)
Cc: ["Shannon Webb"](#)
Subject: Hollies Golf and RV
Date: October 28, 2021 11:35:53 AM

[WARNING] This email originated from outside of the ACRD. Do not click links or open attachments unless you recognize the sender and know the content is safe. If this email says it is from someone from inside the ACRD it is most likely fraudulent!

Good morning Mike,

I just wanted to keep you up to date on our progress of lowering the site number to 22.

By November 1st we will have reduced the number of sites to 24 and by mid-November we will be down to 23 sites. We are hoping to have the last site vacated by January 1st at the latest.

We have moved people to our site in Parksville and we have provided letters of referral upon request.

Even though this is the case, one of the people that we asked to leave has ended up homeless on the streets of Port Alberni. Obviously there is more to this story however, I feel horrible that I am partly responsible for her current situation.

If you could please reconsider your position and look at allowing us additional sites in the new TUP we would greatly appreciate it. Our infrastructure provides for it (water, sewer, power), the sites are the correct size and outside of the ALC boundary, Moti has issued an access permit, the fire department has no concerns and confirmed there are no structures on the sites. There has been no noise complaints, no police presence required, no bylaw infractions other than the expiration of the TUP.

I also wanted to up-date you that we have contacted Thomas Elliot a local agrologist to help us apply for a permit to the ALC to allow fill to be brought onto the property. If there is any indication that we will not be allowed to keep the existing soil

on the ALR part of the property, we will move it to the area of our property that is not in the ALR.

Respectfully,

Heather

October 28, 2021

Our File: 21-318

Mike Irg,
General Manager of Planning and Development
Alberni-Clayoquot Regional District
Port Alberni, BC V9Y 2E3

Via Email

**Re: Temporary Use Permit Application for Commercial Campground - 3133
Port Alberni Highway.**

This letter has been prepared by OTG Developments on behalf of property owner, Heather Powell, in support of a Temporary Use Permit (TUP) application, to permit the continued operation of an existing commercial campground within 3133 Port Alberni Highway (LOT 22, DISTRICT LOT 18, ALBERNI DISTRICT, PLAN 906 & LOT 21, DISTRICT LOT 18, ALBERNI DISTRICT, PLAN 906 EXCEPT PART IN PLAN 2051 RW).

The TUP application is seeking approval for the continuation of a commercial campground within the non-ALR portion of the properties for a further three years. This new TUP application is being sought to provide sufficient time to prepare, submit, and process a rezoning application to permit permanent commercial uses within the site.

It is understood that the previous TUP (TUP17010) permitted the commercial campground subject to the owner satisfying the following conditions:

- This permit is only applicable to that part of the lands not within the Agricultural Land Reserve (ALR);
- This permit is issued for a seasonal commercial campground for a maximum of 22 camping sites;

- All campsites are to be clearly marked and delineated;
- There is to be no vegetation removal within 15m of any streams;
- No campsites to be located within the Agricultural Land Reserve (ALR);
- Access within the campground to be maintained and clearly marked; and
- No permanent structures to be erected within the individual campsites.

It is further understood that Regional District staff are supportive of renewing the previous TUP subject to the owner meeting the following additional conditions:

- The campground may be operated 365 days of the year;
- Individual campsites may only be occupied on a temporary basis by an individual occupant for a maximum of 180 days;
- Individual campsites must be a minimum of 120 square meters;
- The owner must ensure a minimum distance of 5 metres is maintained between individual recreational vehicles occupying individual campsites;
- No campsite or associated campsite use to be located within the Agricultural Land Reserve (ALR) portions of the properties;
- No permanent structures to be erected within the individual campsites;
- Maintain a 5 metre vegetation buffer on the west and east sides of that portion of the properties that are subject to the Temporary Use Permit;
- The property owner must comply with all conditions required by the Ministry of Transportation and Infrastructure;
- The property owner must comply with all conditions required by the Cherry Creek Fire Department; and
- The property owner must comply with all conditions required by the Vancouver Island Health Authority (VIHA).

The owner is committed to meeting all of the original and new conditions, with the exception of limiting the number of units onsite to 22 and limiting the maximum stay to 180 days. The owner is seeking approval for an additional 13 units for a total of 35 campsites (Note: only 32 will be connected to the onsite septic system). The attached Site Plan has been prepared to depict the approximate layout for all 35 sites within the subject properties. In accordance with the above conditions, the Site Plan also demonstrates that all campsites will provide a minimum area of 120 square metres and allow a minimum distance of 5 metres to be maintained between individual

recreational vehicles occupying individual campsites. The plan also confirms that all sites will be located within the non-ALR portion of the properties and that fencing, and landscaping is proposed to ensure that the two areas remain separate.

Rationale for Support of Application

It was noted that the staff report presented to the Board for the previous TUP application, did not raise any concerns with respect to the proposed number of units at that time. The report specifically did not include any comments on the need to limit the number of units to 22 based on factors such as access / traffic concerns, fire protection measures, or limitations on servicing etc. The comments in the report indicated that additional units would likely have been supported under the previous TUP if the owner had made the request at that time. On this basis, the new application seeks support for the additional units. This request is supplemented with the following additional documentation (**see Appendix 1 and 3**) to demonstrate that the site is safe and suitable for the intended capacity:

- A copy of an email from the Cherry Creek Fire Department which was provided as a follow-up to a site inspection conducted by Fire Department staff on September 21, 2021. The email confirms that the access / egress was sufficient for Fire Department requirements and that no permanent structures have been built onsite with respect to the campsite use. The email provided the owner with two recommendations to ensure the safe of the site which the owner immediately addressed.
- A copy of the Highway Access Permit issued by the Ministry of Transportation to the owner dated September 20, 2021. This permit demonstrates that the existing access / egress for the campground is safe and suitable for the existing and proposed land use.

In addition to the above two items, it is understood that District staff have been provided with full details on the existing septic systems onsite. These details include confirmation of the adequacy of these systems by Vancouver Island Health Authority for the proposed 32 campsites and the existing ancillary buildings within the property.

It is felt that limiting the maximum stay to 180 days is unwarranted and creates an unnecessary burden on the campground visitors and business owner. It is also considered that this condition is likely unenforceable by District staff. The campground has been operating successfully within

the site for several years without the proposed maximum stay condition. During this time, the owner has not received any noise or other similar complaints from the residents of neighbouring properties. The operation of the campground has also not required any police presence or triggered bylaw infraction notices. The existing services e.g., water, power and septic systems are furthermore adequate to cater for any duration of stay.

Campgrounds which are limited to shorter stays also tend to create greater impacts on the neighbouring properties as visitors to these sites are often “rowdier” and less considerate of other campers. Long-term campers on the other hand treat their environment and neighbours with greater respect. There are several examples of existing similar campgrounds on Vancouver Island and throughout BC which successfully permit unlimited stays. Locally, there are three similar campgrounds within Campbell River, two in Qualicum Beach and one within Ucluelet which offer unlimited stays. These campgrounds provide the same level of services and amenities as the owner’s campground. To ensure that the visitors remain respectful of the campground and adjacent property owners, visitors are required to always comply with campground rules. For information, a copy of these rules has been provided with this letter in **Appendix 3**.

The facility is centrally located where it attracts and encourages tourists and motorists to stay and spend locally. The facility is also located within an appropriate buffered and separated area to ensure that the commercial use is compatible with the surrounding residential land uses. It is considered that the continuation and minor expansion of the existing commercial campground within this location provides a significant commercial and tourist benefit for the City of Port Alberni. It is the owner’s intention to continue to operate the facility in a manner which provides a positive addition to the City’s commercial and tourist-based services.

I wish to thank you for your time and consideration and trust that this letter provides an adequate description of the owner’s intentions. If you have any questions, please do not hesitate to contact me.

Regards,



Shannon Webb,
Senior Planner, Project Manager
OTG Developments Ltd.

Phone: 250 686 5793
Email: shannon@otgdevelopments.com

Appendix 1 - Copy of Email Received from Cherry Creek Fire Department

From: Riverbend Resort - Heather <heather.riverbend@shaw.ca>
Sent: September 21, 2021 4:17 PM
To: 'Cherry Creek Fire Department' <ccvfd@shaw.ca>
Subject: RE: Hollies Site Visit

Good afternoon Lucas,

Thank you for going to our site and sharing your recommendations.

1. Trevor will have those propane tanks moved to the side or backs of the sites as you have suggested. Thank you for the fresh set of eyes.
2. Once a year we request, copies of insurance on each of the units in the park. We will request that everyone check and update their fire extinguisher at the same time.

If in the future you have any thoughts that could improve our site safety please let us know.

Heather

From: Cherry Creek Fire Department <ccvfd@shaw.ca>
Sent: September 21, 2021 10:41 AM
To: heather.riverbend@shaw.ca
Cc: Cherry Creek Waterworks <ccww@shaw.ca>
Subject: Hollies Site Visit

Hi Heather,

I completed a site visit with Trevor today at Hollies. The access/egress was sufficient for fire department requirements and it was good no permanent structures were present. I did make a couple recommendations to Trevor:

1. There were a couple 500 pound propane tanks positioned at the front two RV sites. This does pose a real risk of someone backing into the tank and causing a leak. Propane being heavier than air makes it more dangerous than natural gas, without adequate air movement propane will pool in low areas. Any propane tanks should be secured and protected as best as possible.
2. We recommend the site manager encourages each RV have an operational fire extinguisher.

Thank you for taking the time and care to improve site safety.

Lucas

Appendix 2 - Copy of Ministry of Transportation Permit



BRITISH
COLUMBIA

Ministry of
Transportation

Permit/File Number: 2021-05014

Office: Vancouver Island District

**PERMIT TO CONSTRUCT,
USE, AND MAINTAIN ACCESS TO A CONTROLLED ACCESS
HIGHWAY**

**PURSUANT TO TRANSPORTATION ACT AND/OR THE INDUSTRIAL ROADS
ACT AND/OR THE MOTOR VEHICLE ACT AND/OR AS DEFINED IN THE
NISGA'A FINAL AGREEMENT AND THE NISGA'A FINAL AGREEMENT ACT.**

BETWEEN:

The Minister of Transportation and Infrastructure

Vancouver Island District
Third Floor
2100 Labieux Road
Nanaimo, BC V9T 6E9

("The Minister")

AND:

Heather M Powell
1047819 BCLTD
#1-924 Island Highway East
Parksville, BC V9P 1R6

("The Permittee")

WHEREAS:

- A. The Minister has the authority to grant permits for the auxiliary use of highway right of way, which authority is pursuant to both the Transportation Act and the Industrial Roads Act, the Motor Vehicle Act, as defined in the Nisga'a Final Agreement and the Nisga'a Final Agreement Act;
- B. The Permittee has requested the Minister to issue a permit pursuant to this authority for the following purpose:

The installation, operation, and maintenance of two Commercial accesses comprising one one-way entry and one one-way exit for RV park and golf course, within Alberni Hwy and Old Nanaimo Hwy, to serve Lot 21, DL 18, Alberni, Plan VIP906, in accordance with drawing attached.

- C. The Minister is prepared to issue a permit on certain terms and conditions;

ACCORDINGLY, the Minister hereby grants to the Permittee a permit for the Use (as hereinafter defined) of highway right of way on the following terms and conditions:

1. The Minister shall designate an official ("the Designated Ministry Official") who shall act as the Minister's agent in the administration of this permit in the manner hereinafter set out.
2. The Use shall be carried out according to the reasonable satisfaction of the Designated Ministry Official.

3. The Permittee shall indemnify and save harmless the Ministry, its agents and employees, from and against all claims, liabilities, demands, losses, damages, costs and expenses, fines, penalties, assessments and levies made against or incurred, suffered or sustained by the Ministry, its agents and employees, or any of them at any time or times, whether before or after the expiration or termination of this permit, where the same or any of them are based upon or arise out of or from anything done or omitted to be done by the Permittee, its employees, agents or Subcontractors, in connection with the permit.
4. The Permittee shall make diligent attempts to determine if there are other users of the right of way in the vicinity of the Permittee's location whose use may be affected. It shall be the responsibility of the Permittee to contact any such users before exercising any of the rights granted hereunder and to attempt to reach an accommodation.
5. The Minister shall take reasonable care to do as little damage or interference, as possible, to any Use authorized by this permit in the carrying out of the construction, extension, alteration improvement, repair, maintenance or operation of any work adjacent

Page 1 of 3



BRITISH
COLUMBIA

Ministry of
Transportation

Permit/File Number: 2021-05014

Office: Vancouver Island District

thereto, but the Minister shall not be responsible for any damage regardless.

6. The Minister at the absolute discretion of the Minister may, at any time, cancel this permit for any reason upon giving reasonable notice; provided, however, that in the case of default by the Permittee or in the case of an emergency no notice shall be necessary. The Minister shall not be liable for any loss incurred as a result of permit cancellation.
7. Placing of speed arresters on the access (or accesses) or in the Permittee's property without the prior consent in writing of the Designated Ministry Official shall render the permit void.
8. The Permittee shall be responsible for replacing any survey monuments that may be disturbed or destroyed by the Use. Replacement must be by a British Columbia land surveyor at the Permittee's expense.
9. The Permittee shall remove any mud, soil, debris, or other foreign material tracked onto the highway from the access authorized herein. Such removal shall be at the Permittee's expense and shall be done at any time the material unduly inconveniences traffic and, in any event, daily.
10. The Permittee acknowledges that the issuance of this permit by the Minister is not a representation by the Minister that this permit is the only authority needed to carry out the Use. The Permittee shall give deference to any prior permission given for use of the right of way in the vicinity of the permit area, shall obtain any other permission required by law, and shall comply with all applicable laws regardless of their legislative origin.
11. At the end of the term of this permit, or when the permit is cancelled or abandoned, the Permittee shall, if so requested by the Minister, remove all installations and shall leave the site as near as reasonably possible in the condition it was in before this permit was issued or such other condition as shall reasonably be required by the Designated Ministry Official. If the Permittee refuses to comply with these obligations, the Minister may perform them as required and the Permittee shall be liable to the Minister for the costs of doing so.
12. The rights granted to the Permittee in this permit are not assignable without the consent of the Minister.
13. As a condition of this permit, the permittee unconditionally agrees with the Ministry of Transportation and Infrastructure that the permittee is the prime contractor or will appoint a qualified prime contractor, as described in Section 118 of the Workers Compensation Act, for the purposes of the work described by this permit, at the work location described in this permit, and that the permittee or designated prime contractor will observe and perform all of the duties and obligations which fall to be discharged by the prime contractor pursuant to the Workers Compensation Act and the Occupational Health and Safety Regulation.
14. The permittee is advised and acknowledges that the following hazards may be present at the work location and need to be considered in co-ordinating site safety: overhead hazards, particularly electrical or telecommunications lines; buried utilities, particularly electrical, telecommunication, and gas lines; traffic, danger trees, falling rocks, and sharp or infectious litter.
15. Any works within the Ministry right-of-way that fall within the scope of "engineering" under the Engineers and Geoscientists Act will be performed by a Professional Engineer, and shall comply with this Ministry's

"Engineer of Record and Field Review Guidelines". The Guidelines can be viewed on the Ministry's website at <http://www2.gov.bc.ca/assets/gov/driving-and-transportation/transportation-infrastructure/engineering-standards-and-guidelines/technical-circulars/2009/t06-09.pdf>

16. The permittee is responsible for preventing the introduction and spread of noxious weeds on the highway right-of-way as defined by the British Columbia Weed Control Act and Weed Control Regulation.
17. The Use shall be carried out according to the following drawings and specifications, which are attached and shall be considered to be part of this permit:

MAP SHOWING LOCATION AND DIRECTION OF ACCESSES

18. (a) The rights granted under this permit shall not be exercised before September 20th 2021. (b) The Construction and Installations must be completed on or before December 31st 2021.

19. A. LOCATION

20. The layout shown on the attached drawing is a condition of this permit, and any change in layout without the prior consent in writing of the Designated Ministry Official shall render the permit void.

21. B. CONSTRUCTION AND INSTALLATIONS:

22. The rights granted under this permit and certificate are temporary and will expire on September 30th, 2026.
23. The Permittee shall take all reasonable precautions to attempt to ensure the safety of the public in connection with the Use. In particular, but not so as to limit this obligation, the Permittee shall, if so required by the Designated Ministry Official on reasonable grounds, prepare and implement a traffic control plan. The contents of the plan and the manner in which it is implemented must meet the reasonable satisfaction of the Designated Ministry Official.

24. The Permittee shall, at his cost, supply, erect, and maintain standard traffic control devices in accordance with the Ministry of Transportation and Infrastructure Traffic Control Manual for Works on Roadways and Occupational Health and Safety

Page 2 of 3



BRITISH COLUMBIA

Ministry of Transportation

Permit/File Number: 2021-05014

Office: Vancouver Island District

Regulation.

25. That before opening up any highway or interfering with any public works, written notice of intention to do so must be given to the Designated Ministry Official at least two(2) weeks before the work is begun.
26. If there is an existing access to a highway on property owned or controlled by the Permittee in the vicinity of the permit area, that access shall, unless the Designated Ministry Official says otherwise, be closed and the manner of closure shall be to the reasonable satisfaction of the Designated Ministry Official.
27. If necessary, the access (or accesses) shall be constructed with minimum 450mm culvert pipe, as appropriate for ditch width and depth, manufactured to CSA or ASTM standards and laid at ditch invert elevation. Maintenance and periodic cleaning of this culvert is the responsibility of the Permittee.
28. The profile of the access (or accesses) shall not exceed 2% grade from the ditchline for a distance of at least 10 metres as measured away from the highway along the centerline of the access.
29. The finished grade of the access (or accesses) at the ditch-line shall be 15 cm below the highway shoulder elevation.
30. Access to be constructed at 90 degrees to the highway for a distance of 15 metres from the highway shoulder.
31. C. AUTHORIZED ACTIVITIES
32. The access (or accesses) shall be restricted to the following movements only ENTRY ONLY from Highway 4, EXIT ONLY to Old Nanaimo Highway and the Permittee shall construct and erect all necessary channelization, signs, and other traffic-control devices at his cost.
33. D. OPERATION AND MAINTENANCE
34. The Permittee will ensure that the works do not, impair, impede or otherwise interfere with;
 - I. public passage on the Highways;
 - II. the provision of highway maintenance services by the Province, or by its servants,

contractors, agents or authorized representatives of the Province in connection with the Highways; or

III. the operation of the Highways;

35. That where the said works are in the proximity of any bridge, culvert, ditch or other existing work, such work shall be properly maintained and supported in such manner as not to interfere with its proper function, and on the completion of the said works any bridge, culvert, ditch or other existing work interfered with shall be completely restored to its original condition.
36. That when necessary all excavations, materials, or other obstructions are to be efficiently fenced, lit, and watched, and at all times every possible precaution is to be taken to ensure the safety of the public.
37. The permittee is responsible for decommissioning the access and returning the area to its original condition prior to the expiration of this permit, if requested by the designated Ministry official

The rights granted to the Permittee in this permit are to be exercised only for the purpose as

defined in Recital B on page 1. Dated at Nanaimo, British Columbia, this 20th day of September

, 2021

A handwritten signature in black ink, appearing to be a stylized name, positioned above the text 'On Behalf of the Minister'.

On Behalf of the Minister

Appendix 3 – Copy of Campground Rules

Hollies RV & Golf
3133 Alberni Hwy
Port Alberni, BC V9Y 8R5
250-724-5333

Welcome to Hollies RV & Golf...

Please be advised of our Rules and Regulations:

- Speed limit through out the site is strictly 10km.
- Dogs must always leashed and not to be left unattended, this includes in your site.
- Dogs must be picked up after.
- All Visitors must check in at the office upon arrival.
- No wood fires are permitted. Guests are more than welcome to use a propane firepit if you would like to have a fire.
- Quiet time is strictly 10:00pm.
- No garbage is to be left at sites. Please use the Recycling and Garbage bins provided as per signs.
- Waterlines must be insulated for the winter.
- We do not allow permanent structures on any of our sites.
- Temporary skirting is allowed upon approval from management.
- Please do not leave valuables outside of your RV.

If you have any questions or concerns regarding the above Rules and Regulations, please contact the office at the number above.

Thank you and enjoy your stay at The Hollies RV & Golf.
Management.

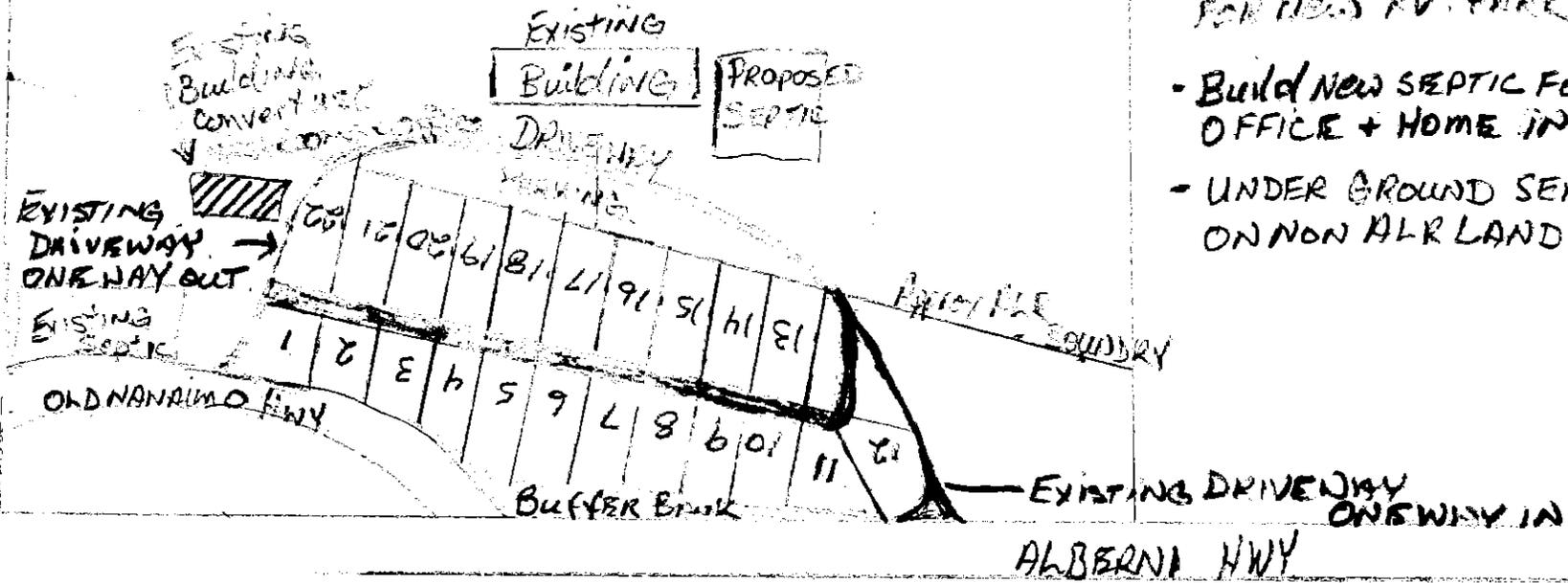
EXISTING BUILDING / EXISTING USE
 CLUB HOUSE FOR GOLF COURSE
 OFFICE FOR GOLF COURSE
 LIVING ACCOMMODATIONS
 BATHROOM FACILITIES
 COMMERCIAL KITCHEN
 PRO SHOP

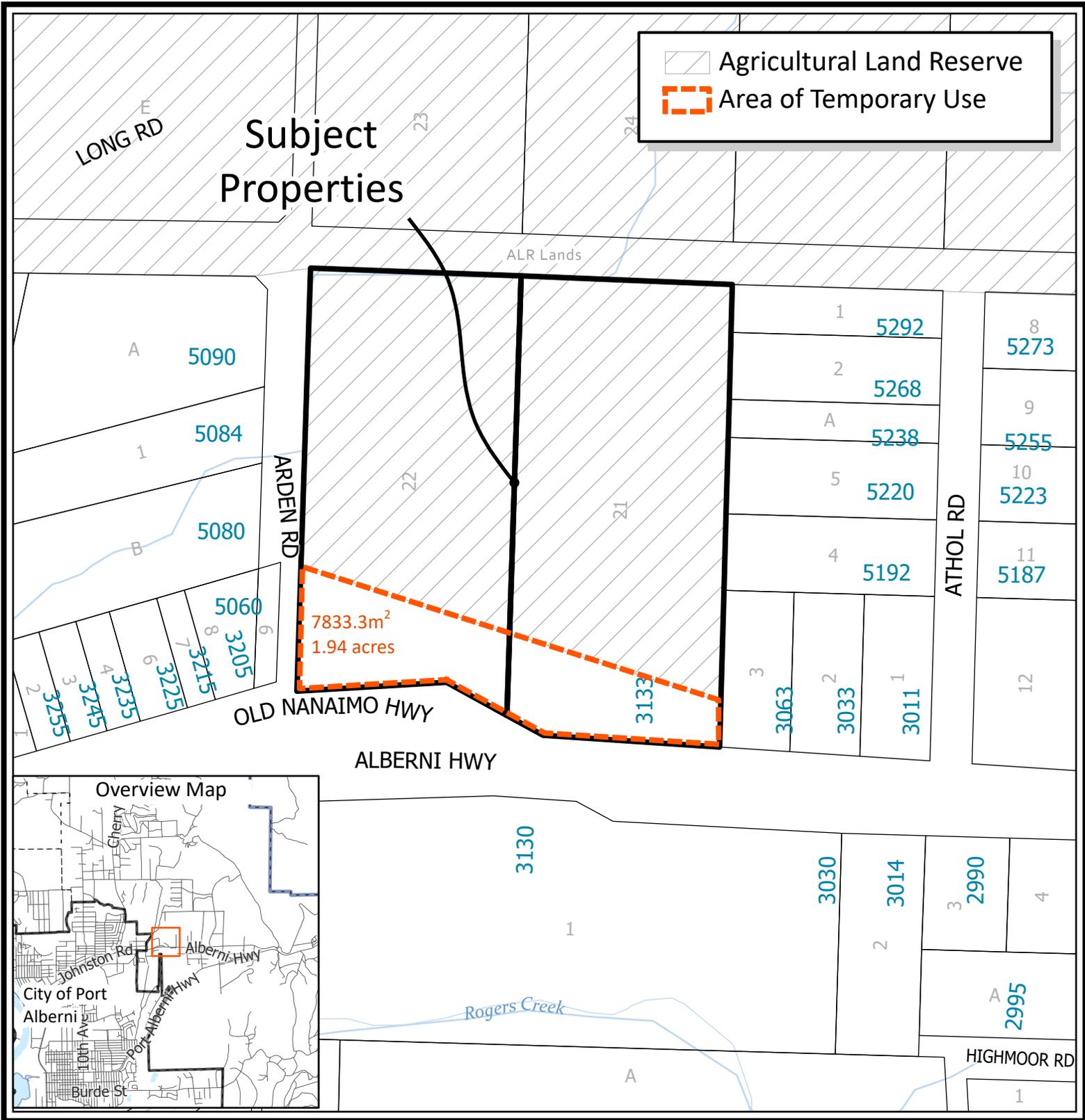
ALR
 C7 ZONE

3133 ALBERNI HWY

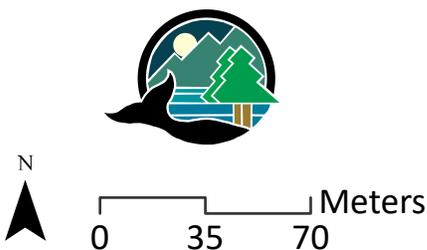
PROPOSED USE

- NO CHANGE TO THE ZONE.
- NO ADDITIONAL BUILDINGS
- USE EXISTING SEPTIC FOR NEW RV PARK
- BUILD NEW SEPTIC FOR EXISTING OFFICE + HOME IN PROPOSED LOCATION
- UNDER GROUND SERVICES ON NON ALR LAND





TUP20005 (Hollies Golf Course) - 3133 Alberni Hwy
 Legal Description: a portion of LOT 21, DISTRICT LOT 18, ALBERNI DISTRICT, PLAN 906, EXCEPT PART IN PLAN 2051 RW and a portion of LOT 22, DISTRICT LOT 18, ALBERNI DISTRICT, PLAN 906





ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3

Telephone (250) 720-2700 Fax (250) 723-1327

REQUEST FOR DECISION

To: ACRD Board of Directors

From: Amy Anaka, MURP, MCIP, RPP, Planner

Meeting Date: November 24, 2021

Subject: Long Beach Electoral Area 'C' Housing Needs Report, and West Coast Housing Need and Demand Study Regional Summary and Report Introduction

Recommendations:

1. *THAT the Board of Directors receive the Long Beach Electoral Area 'C' Housing Needs Report, and West Coast Housing Need and Demand Study Regional Summary and Report Introduction, as presented.*
2. *THAT the Board of Directors direct staff to publish the Long Beach Electoral Area 'C' Housing Needs Report, and West Coast Housing Need and Demand Study Regional Summary and Report Introduction, on the ACRD website for public access.*

Summary:

As part of the ACRD Housing Needs Reports (HNRs) Project, three HNRs for Long Beach Electoral Area 'C', Yuułuʔiłʔatḥ Government, and Toquaht Nation, and an overall West Coast Regional Summary Report, were developed between July and November 2021. The reports were completed as part of the West Coast Housing Need and Demand Study, in collaboration with six West Coast planning areas.

Background:

In Spring 2021, M'akola Development Services and Turner Drake & Partners Ltd. were engaged by the District of Tofino, District of Ucluelet, ACRD, Yuułuʔiłʔatḥ Government, Toquaht Nation, and Tla-o-qui-aht First Nation to complete HNRs for the participating communities and a Housing Summary for the West Coast Region. The reports are meant to provide staff and elected officials, and community partners, with a better understanding of local housing needs. The reports will be used to guide policy development, inform land use planning decisions, and direct local and regional housing action.

HNRs for Long Beach Electoral Area 'C', Yuułuʔiłʔatḥ Government, and Toquaht Nation, and an overall West Coast Regional Summary Report, were completed as part of the West Coast Housing Need and Demand Study. These reports are part of the overall ACRD HNR Project. This project includes the development of 10 separate HNRs for the six ACRD Electoral Areas (Bamfield, Beaufort, Long Beach, Sproat Lake, Beaver Creek, and Cherry Creek) and four Maa-nulth Treaty First Nations (Huu-ay-aht First Nations, Yuułuʔiłʔatḥ Government, Uchucklesaht Tribe Government, and Toquaht Nation), sub-regional reports for the West Coast and Alberni Valley regions, and an overall ACRD summary report. The project was initiated in November 2020 after receiving grant funds from the BC Ministry of Municipal Affairs, administered by the Union of British Columbia Municipalities (UBCM), and is scheduled to be completed by December 31, 2021.

The following HNRs that are included in the ACRD HNR Project have been received by the Board of Directors:

- Bamfield Electoral Area 'A' HNR in July 2021.

- Beaufort Electoral Area 'B' HNR, Sproat Lake Electoral Area 'D' HNR, Beaver Creek Electoral Area 'E' HNR, Cherry Creek Electoral Area 'F' HNR, and the sub-regional Alberni Valley Electoral Areas HNR, on November 10, 2021.

HNRs for the Treaty First Nations (Huu-ay-aht First Nations, Yuułu?i?at̓ Government, Uchucklesaht Tribe Government, and Toquaht Nation) that have not already been received by their respective Governments will be presented in November and December 2021. As the ACRD is managing the grant funding for all four Treaty First Nations, an overview of the Treaty First Nation HNRs will be presented to the Board of Directors in December 2021. The District of Tofino, District of Ucluelet and Tla-o-qui-aht First Nation will be finalizing their individual HNRs in 2021/2022.

West Coast Housing Need and Demand Study Overview:

Safe, affordable, and inclusive housing is vital to societal, economic, and individual health and well-being of residents of the West Coast Region. Unfortunately, safe, affordable, and inclusive housing is increasingly difficult to find. To help address housing need, a Housing Need and Demand Study for the region was undertaken.

Community engagement was a key component of the Study. Beginning in July 2021 and ending with the close of the final online survey in October 2021, M'akola Development Services and staff from the participating governments hosted and conducted a variety of engagement events including preliminary findings presentations at council meetings, focus groups, key informant interviews, and multiple online surveys. Valuable input was received from various community members, organizations and agencies, including from the Long Beach Area 'C' Advisory Planning Commission. This staff report, and corresponding verbal presentation to the Board of Directors, provides a high level overview of the West Coast Housing Need and Demand Study key findings and recommendations, with a focus on the Electoral Area 'C' HNR.

Data analysis and community input revealed a number of key data findings and housing issues that are included in the HNR and Regional Summary. The reports identify what kind of housing is most needed on the West Coast over the next five years, to ensure that local plans, policies, and development decisions can reflect these needs. The anticipated updates to EA Official Community Plans (OCPs), and the current ACRD Zoning Bylaw Review project, are examples of important documents with policies that will be informed by the results of the HNRs. The reports are intended to support and supplement the already important work being undertaken and help local governments direct their resources and policy intentions appropriately.

The following key themes were found throughout the development of the West Coast Housing Need and Demand Study and are expanded upon in the report:

- The Population of the West Coast is Growing and Changing
- Need for Affordable Rental Housing
- Sales Prices are Rising, and Homeownership is Increasingly Out of Reach for Many
- Non-Market Housing is Critical on the West Coast
- Regional Collaboration is Key to Addressing Housing Challenges

Long Beach Electoral Area 'C' HNR Recommendations:

The following key recommendations emerged through the HNR process. They respond directly to the findings identified in the Area 'C' HNR and attempt to recognize the ability and limitations of regional government scope and policy approaches. The ACRD is already supporting some of these recommendations and should continue to monitor progress moving forward. Key recommendations from this study are to:

1. Deepen Housing Partnerships and Educate Residents
2. Promote and Protect Housing Affordability in the Market
3. Work with Partners to Expand Non-Market and Supportive Housing Options
4. Address Growth in Population Aged 65 Years and Over
5. Manage Growth

There is a very real and drastic housing supply shortage across the West Coast Region, especially for affordable rental housing and a variety of housing options. The region is also facing increased levels of development interest in response to changing socioeconomic conditions and regional housing market dynamics. Continued and future collaboration with all West Coast community members, agencies, First Nations, and the Districts of Tofino and Ucluelet will assist to align community goals with housing needs in the region.

Strategic Plan Implications:

The HNR Project supports the ACRD Strategic Plan 2021-2024 by providing opportunities to engage with community partners to review respective goals and identify opportunities for alignment and cooperation (5.1) and to leverage grant funding programs for initiatives and projects that support development (1.2).

Time Requirements – Staff & Elected Officials:

Staff time will be required to manage and complete the remaining four individual Treaty First Nation HNRs, complete the overall ACRD summary report, and UBCM final report, as part of the grant funding requirements. This will also include staff time to publicize the HNRs. The project activities will be completed by December 31, 2021, with final grant reporting completed by January 31, 2022.

Policy or Legislation:

HNRs support policy development for regional and rural planning initiatives such as the six Electoral Area OCPs and the Zoning Bylaw. The *Local Government Act* requires that HNRs are considered when developing or amending an OCP in relation to housing policies.

Financial:

The UBCM HNR Program grant provides \$140,104.40 funding for the project with no matching funds required. Funding for the development of the Treaty First Nation HNRs is included in the overall grant, which the ACRD is managing. ACRD OCP updates will require resources in subsequent years. Had the ACRD not received the funding, the Regional District would still have been required to complete this work through an alternative funding model as local governments are required to complete HNRs by April 2022.

Next Steps:

Once the Long Beach Area 'C' HNR and West Coast Housing Need and Demand Study Regional Summary and Report Introduction are received by the Board of Directors, they will be publicized and presented to community partners as requested.

There are four additional Treaty First Nation HNRs to be finalized as part of the ACRD HNR Project:

1. The Uchucklesaht Tribe Government HNR has been developed, and was presented to their Executive in October 2021.
2. The Yuułuʔiłʔatḥ Government and Toquaht Nation HNRs have been developed as part of the West Coast Housing Need and Demand Study, and will be presented to their Governments in November and December 2021.
3. The Huu-ay-aht First Nations HNR is currently underway, and will be completed and presented to their Executive Council in December 2021.

The overall ACRD HNR is anticipated to be presented to the Board of Directors in December 2021, and will include an overview of all 10 ACRD HNRs.

Enclosures:

The following two reports are included separately and uploaded to the ACRD website:

1. Long Beach Electoral Area 'C' Housing Needs Report
2. West Coast Housing Need and Demand Study Regional Summary and Report Introduction

Prepared by: Amy Anaka
Amy Anaka, MURP, MCIP, RPP
Planner

Reviewed by: Alex Dyer
Alex Dyer, MCIP, RPP
Planning Manager

Approved by: Teri Fong
Teri Fong, CPA, CGA
Acting Chief Administrative Officer



Alberni-Clayoquot Regional District

Board of Directors Meeting Schedule DECEMBER 2021

DATE	MEETING	TIME & LOCATION	ATTENDEES
Monday, Dec. 1, 2021	Alberni Valley & Bamfield Services Committee Meeting	1:30 pm – Zoom/Board Room	Committee, Staff
Wednesday Dec. 08, 2021	Electoral Area Directors Meeting	10:00 am – Zoom/Board Room	Committee, Staff
	Board of Directors Meeting	1:30 pm – Zoom/Board Room (Hybrid)	Directors, Staff
	Regional Hospital District Meeting	Immediately Following Board of Directors Meeting	Directors, Staff

November 19, 2021

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT
OCTOBER, 2021**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS		
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	
Single Family			1	631,210					1	758,683			2	1,389,893	
Mobile Homes													0	0	
Multi-Family													0	0	
Adds&Rens			1	56,182				1	23,896	1	50,000			3	130,078
Commercial								1	177,128					1	177,128
Institutional														0	0
Industrial														0	0
Miscellenaous								1	78,362	2	23,753			3	102,115
Totals	0	0	2	687,392	0	0	3	279,386	4	832,436	0	0	9	1,799,213	

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT
OCTOBER, 2021 TO DATE**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family	0	0	1	631,210	1	128,445	10	3,331,328	10	1,867,569	2	1,089,126	24	7,047,678
Mobile Homes	0	0	0	0	0	0	3	275,136	2	88,443	1	83,558	6	447,136
Multi-Family	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adds&Rens	0	0	1	56,182	0	0	5	167,035	4	114,644	0	0	10	337,861
Commercial	0	0	0	0	0	0	1	177,128	0	0	0	0	1	177,128
Institutional	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Industrial	0	0	0	0	0	0	3	1,275,858	2	860,669	0	0	5	2,136,527
Miscellenaous	0	0	1	568,111	5	968,203	22	757,279	11	739,328	13	452,133	52	3,485,054
Totals	0	0	3	1,255,503	6	1,096,649	44	5,983,763	29	3,670,653	16	1,624,816	98	13,631,385

	BAMFIELD	BEAUFORT/ BEAVER CREEK	LONG BEACH	SPROAT LAKE	CHERRY CREEK	TOTAL	YTD TOTAL
WOODSTOVE INSPECTIONS						0	4

	YEAR TO DATE		TOTAL YEAR			YEAR TO DATE		TOTAL YEAR	
2020	92	11,126,159	121	16,119,274					
2019	89	13,242,015	109	14,925,682					
2018	95	10,796,653	104	12,305,797					
2017	95	12,285,134	103	12,826,449					
2016	72	10,035,462	82	10,545,063					
2015	76	6,368,780	89	8,577,170					
2014	65	6,085,200	73	7,121,200					
2013	71	7,476,551	81	8,208,948					
2012	81	7,852,682	92	9,011,700					
2011	111	8,678,998	120	9,221,498					
2010	137	20,809,024	149	21,524,170					
2009	63	6,581,912	123	11,302,380	1999	37	1,805,788	80	3,348,092
2008	73	9,556,826	147	22,682,130	1998	41	1,650,426	75	3,320,890
2007	73	7,016,424	163	15,007,877	1997	48	2,779,466	104	10,025,166
2006	84	7,663,595	161	15,909,705	1996	69	5,542,700	128	9,050,554
2005	74	8,278,645	138	12,962,379	1995	61	5,910,000	116	9,641,300
2004	77	6,842,554	133	11,036,854	1994	92	6,327,000	151	7,915,500
2003	37	3,671,688	97	6,925,356	1993	82	5,774,000	167	10,864,000
2002	42	1,754,970	76	2,986,134	1992	87	5,660,000	173	11,192,500
2001	40	3,734,396	89	5,790,126	1991	57	3,115,520	126	7,155,120
2000	43	2,009,157	88	4,095,339	1990	53	5,240,500	118	6,323,900



Monthly Agreement & Grant Delegation Report

For the month ending November 19, 2021

The following agreements have been executed by the Acting CAO for the period of October 22, 2021 to November 19, 2021:

Grantor	Project	Purpose	Funding Term	Grant Amount
UBCM Strategic Priorities Fund	Consolidated Strategic Landfill Diversion Program	Amended completion date	June 1, 2018 to September 30, 2023	\$6,000,000